

CERTIFICATE COURSE 2021-22

SYLLUBUS – SOFT SKILL

No: of Days	Topics	Hours
1	Self-awareness	3
2	Emotional Intelligence/Anger Management	3
3	Creating Right Attitude	3
4	Communication Skills	3
5	Time Management	3
6	Team Work	3
7	Goal Setting	2
8	Personal Grooming, Manners &Etiquette	3
9	Interview Management	1
10	Resume Preparation	1
11	Presentation Skills	5
Total no:of hours		30