

# Pradhanmantri College of Excellence Swami Vivekananda Govt. P.G. College, Harda (MP)

In collaboration with

Centre for Entrepreneurship Development (CEDMAP), Madhya Pradesh

Jointly organizes



60 Hours Short Term Employability Training programme  
on  
Personality Development & Soft Skills

Under Swami Vivekananda Career Guidance Scheme

(Scheme No. 7851)

Session: 2024-25

## Organizing Committee Members

&

## Staff of Swami Vivekananda Career Guidance Cell Harda

Dr. Sangeeta Biley, Principal & Patron of the Training Programme

Dr. Dheera Shah, Distt. Nodal Officer- Harda (SVCGS) & Organizing Secretary

Dr. Rakesh Singh Paraste, Assistant Professor of English & TPO (SVCGS) & Course Coordinator

Dr. Deepika Sethe, Assistant Professor of Home Science & Member (SVCGS)- Co-coordinator

Dr. Durgesh Telee, Assistant Professor of Political Science & Member (SVCGS) - Co-coordinator

Dr. Shitika Barkale, Govt. Guest Faculty (Zoology) & Member (SVCGS)

Sh. Amit Kumar Verma, Computer Operator (Janbhagidari)

प्रधानमंत्री कॉलेज ऑफ एक्सीलेन्स  
स्वामी विवेकानंद शासकीय स्नातकोत्तर महाविद्यालय, हरदा (म.प्र.)  
एवं  
उद्यमिता विकास केन्द्र (सेडमेप), हरदा (म.प्र.)  
के संयुक्त तत्वावधान में  
स्वामी विवेकानंद करियर मार्गदर्शन योजनान्तर्गत  
(योजना क्रमांक 7851 के तहत)  
सत्र 2024-25  
60 घंटे (Hours) की अल्पावधि रोजगारोन्मुखी स्वरोजगारोन्मुखी प्रशिक्षण कार्यक्रम  
"व्यक्तित्व विकास एवं सॉफ्ट स्किल प्रशिक्षण"  
दिनांक 15.07.2024 से 29.07.2024 तक आयोजित





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**“व्यक्तित्व विकास एवं सॉफ्ट स्किल प्रशिक्षण”**

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## Introduction of the Programme:

The 60 Hours Short Term Employability Training Programme on “**Personality Development & Soft Skills**” programme is organized by the Swami Vivekananda Career Guidance Cell of Pradhanmantri College of Excellence, Swami Vivekananda Govt. P.G. College, Harda (MP) in collaboration with CEDMAP, Harda during 15.07.2024 to 29.07.2024 which is Sponsored by the Department of Higher Education, Govt. of Madhya Pradesh under the scheme of Swami Vivekananda Career Guidance Cell under scheme no. 7851 for the First Quarterly of the Academic Career Calendar session 2024-25.

In today's competitive job market, having the right skills and qualities is essential to succeed. Employers are no longer looking for just technical skills, but also for individuals with strong personalities and soft skills that can help them work effectively in a team, communicate effectively, and adapt to changing circumstances. The training will be delivered by experienced trainers/Subject Experts who have a deep understanding of the industry requirements and the needs of employers. The programme is divided into two main modules: Personality Development and Soft Skills.

The 60 Hours Short Term Employability Training programme on Personality Development & Soft Skills is a comprehensive initiative designed to equip college students with the essential skills and knowledge required to succeed in today's competitive job market. The programme is specifically designed to help the students to develop a well-rounded personality, showcasing their full potential and preparing them for the professional world. The training aims to bridge the gap between theoretical knowledge and practical skills, making them employable and industry-ready.

The programme covers a range of modules that are critical for personal and professional growth. The first module focuses on Communication Skills, enabling students to articulate their thoughts effectively, build strong relationships, and convey their ideas confidently. The next module, Computer Skills, equips students with basic computer literacy skills, including MS Office applications, Excel, Power point presentation, data analysis, and digital communication tools. This is followed by a Mock Interview session, where students practice their interview skills, learn how to answer common interview questions, and develop a positive body language.

The programme also places significant emphasis on developing a professional Dressing Sense, as it is an essential aspect of making a good impression in the workplace. Students will learn about appropriate dressing etiquette, grooming, and personal hygiene habits. Additionally, they will be guided on how to write an effective CV, highlighting their strengths, skills, and achievements. This module will also cover the art of writing a compelling cover letter that showcases their interest in a particular job role.

Another crucial aspect of the programme is Group Discussion, where students will learn how to participate effectively in group discussions, think critically, and



## Information Brochure

Designed by

**Dr. Rakesh Singh Paraste**

Assistant Professor (English) & TPO

Swami Vivekananda Career Guidance Cell

Pradhanmantri College of Excellence

Swami Vivekananda Govt. P.G. College, Harda (MP)



express their opinions clearly. They will also be introduced to SWOT Analysis, a tool that helps individuals identify their strengths, weaknesses, opportunities, and threats in various aspects of life. Finally, the programme covers Reasoning aptitude tests, which are commonly used in many job applications to assess logical reasoning and problem-solving skills.

Throughout the 60-hour training programme, students will have ample opportunities to interact with industry experts, peer learners, and trainers who will guide them throughout their learning journey. The training is designed to be engaging, interactive, and hands-on, with practical exercises and role-plays to help students apply their learning in real-life situations. Upon completion of the programme, students will be equipped with the necessary skills and confidence to excel in their future careers and make a positive impact in their chosen profession. In summary, the 60 Hours Short Term Employability Training programme on Personality Development & Soft Skills is an invaluable opportunity for college students to develop essential skills that are highly valued by employers worldwide. By completing this programme, students will gain a competitive edge in the job market, enhance their career prospects, and become more confident and employable individuals. The programme also offers a range of assessment tools and feedback mechanisms that help students track their progress and identify areas for improvement. Feedback form as well as Job Interest form (अभिरुचि फार्म) will be collected from the participants accordingly on the basis of their job interests and after carefully analyzing their feedbacks, the next programme will be designed.

### Programme Objectives:

The Training Programme has certain objectives which are as under:

1. To equip students with effective Communication Skills.
2. To provide students with basic computer literacy skills, including MS word, Excel and effective Power Point Presentation to enhance their employability.
3. To help students prepare for job interviews by practicing common interview questions, developing a positive body language, and learning how to answer questions effectively.
4. To teach students about appropriate dressing etiquette, grooming, and personal hygiene habits to make a good impression in the workplace.
5. To guide students on how to write a good CV and cover letter for job.
6. To enable students to participate effectively in group discussions, think critically, analyze problems and express their opinions clearly.
7. To teach students how to identify their (SWOT) strengths, weaknesses, opportunities, and threats.
8. To help students improve their logical reasoning and problem-solving skills through practice exercises and assessments.

9. To equip students with the necessary skills and confidence to excel in their future careers, make a positive impact in their chosen profession, and become more competitive in the job market.

### Proposed Outcome of the Programme:

After the successfully attending of the programme the students will be able to:

- Articulate their thoughts clearly and confidently.
- Use technology effectively for communication and data analysis.
- Prepare for job interviews and answer questions effectively
- Demonstrate a professional dressing sense
- Create an effective CV and cover letter
- Think critically and solve problems effectively
- Participate effectively in group discussions
- Apply SWOT analysis in personal and professional life.
- Improve their logical reasoning and problem-solving skills
- Enhance their overall employability

### Registration:

There is no registration fee for this Short Term Employability Training Programme on Personality Development & Soft Skills. This training programme is sponsored by the Department of Higher Education, Govt. of Madhya Pradesh under the scheme of Swami Vivekananda Career Guidance Cell under scheme no. 7851 for the First Quarterly of the Academic Career Calendar session 2024-25.

### Target Participants:

The short term Employability Training Programme on Personality Development & Soft Skills is open for all the students of UG & PG classes but it is especially encouraged to UG Second Year & Third Year students. This training program is designed for students who are looking to enhance their employability, improve their performance in the workplace, or transition to a new career.

### Programme Schedule & Contact hours:

The 60-hour training program is divided into six modules, each focusing on a specific aspect of personality development and soft skills:

Module 1: संचार कौशल (Communication Skills) –	10 hours
Module 2: संगणक कौशल (Computer Skills): MS Word, Excel & PPT -	15 Hours
Module 3: मॉक साक्षात्कार (Mock Interview) –	06 hours



- Module 4: औपचारिक पहनावा (Formal Dressing Sense) – 02 hours
- Module 5: सी.वी. (CV) कैसे (How to create perfect C.V.)- 08 hours
- Module 6: समूह चर्चा (Group Discussion) - 04 hours
- Module 6: भाषा कौशल (Language Skills) – 05 hours
- Module 6: SWOC/SWOT Analysis, Aptitude Reasoning & Data Interpretation & Mathematical Aptitude- 10 hours

### Trainers/Subject Experts/Resource Persons:

The Trainers/Subject Experts/Resource Persons for the programme consists of Internal Faculty Members as well as Outside Experts from various Colleges and Local Govt. Offices. The list of subject experts is given in the programme schedule page.

### Certification:

Upon actively participating and successfully completing of the 60 Hours Short Term Employability Training program on Personality Development & Soft Skills, all the registered participants (students) will be provided the Certification from college-Pradhanmantri College of Excellence, Swami Vivekananda Govt. P.G. College, Harda (MP). This certification is recognized by employers across various industries as a mark of excellence in personality development and soft skills.

## 60 Hours Short Term Employability Training programme on Personality Development & Soft Skills (15-29 July, 2024) Programme Schedule (Proposed)

Sl. No.	Topic	Date	Timing	Name & Designation of Resource Person
	Inaugural Session	15.07.2024	10:00 am to 10:30 am	*****
1.	संचार कौशल (Communication Skills)	15.07.2024	10:30 am to 3:30 pm	Ms. Meenakshi Yadav, Assistant Professor (English), Govt. College Timarni, Harda
2.	संचार कौशल (Communication Skills)	16.07.2024	10:30 am to 1:00 pm	Dr. Sadiya Patel, Assistant Professor, Govt. College Timarni, Distt. Harda (MP)
	संचार कौशल (Communication Skills)	16.07.2024	1:00 pm to 3:30 pm	Dr. Nirjala Dongre, Assistant Professor (Economics), Swami Vivekananda Govt. P.G. College, Harda (MP)
3.	संगणक कौशल (Computer Skills): MS Word, Excel, Power Point	18.07.2024	10:30 am to 3:30 pm	Dr. G.L. Dawar, Assistant Professor, Govt. College Sirali, Harda (MP)
4.	संगणक कौशल (Computer Skills): MS Word, Excel, Power Point & Email Writing	19.07.2024	10:30 am to 1:00 pm	Dr. Mahendra Tadwal, Assistant Professor (Pol. Science), Govt. College Timarni, Harda
	संगणक कौशल (Computer Skills): MS Word, Excel, Power Point	19.07.2024	1:00 pm to 3:30 pm	Dr. Dharmendra Kumar Kori, Assistant Professor (Hindi), Swami Vivekananda Govt. P.G. College, Harda (MP)
5	संगणक कौशल (Computer Skills): MS Word, Excel, Power Point	20.07.2024	10:30 am to 3:30 pm	Dr. Anil Gupta, CEDMAP, Harda (MP)
6	मॉक साक्षात्कार (Mock Interview)	22.07.2024	10:30 am to 1:00 pm	Shri. Vikas Sahu, Nayab Tehsildaar, Harda (MP)
7.	मॉक साक्षात्कार (Mock Interview)	22.07.2024	1:00 pm to 3:30 pm	Dr. C.P. Gupta, Assistant Professor (History), Swami Vivekananda Govt. P.G. College, Harda (MP)
8.	औपचारिक पहनावा (Formal Dressing Sense)	23.07.2024	10:30 am to 1:00 pm	Dr. Deepika Sethe, Assistant Professor (Home Science), Swami Vivekananda Govt. P.G. College, Harda (MP)
9.	सी.वी. (CV) कैसे (How to create perfect C.V.)	23.07.2024	1:00 pm to 3:30 pm	Dr. Rashmi Singh, Assistant Professor (Economics), Swami Vivekananda Govt. P.G. College, Harda (MP)
10.	सी.वी. (CV) कैसे (How to create perfect C.V.)	24.07.2024	10:30 am to 3:30 pm	Dr. Rakesh Singh Paraste, TPO/Assistant Professor (English), Swami Vivekananda Govt. P.G. College, Harda (MP)
11.	समूह चर्चा (Group Discussion)	25.07.2024	10:30 am to 1:00 pm	Dr. Shitika Barkale, Govt. Guest. Faculty & Member, SVCGS, Swami Vivekananda Govt. P.G. College, Harda (MP)
	समूह चर्चा (Group Discussion)	25.07.2024	1:00 am to 3:30 pm	Dr. Dheera Shah, Distt. Nodal Officer (SVCGS) Swami Vivekananda Govt. P.G. College, Harda (MP)
12.	भाषा कौशल (Language Skills)	26.07.2024	10:30 am to 1:00 pm	Dr. Dharmendra Kumar Kori, Assistant Professor (Hindi), Swami Vivekananda Govt. P.G. College, Harda (MP)
13.	भाषा कौशल (Language Skills)	26.07.2024	1:00 pm to 3:30 pm	Dr. Anil Mishra, Assistant Professor (Pol. Science), Vishnu Rajoriya College, Khirkiya, Distt. Harda (MP)
14.	SWOC/SWOT Analysis	27.07.2024	10:30 am to 1:00 pm	Dr. Durgesh Telee, Assistant Professor (Pol. Science), Swami Vivekananda Govt. P.G. College, Harda (MP)
15.	Aptitude Reasoning	27. 7.2024	1:00 pm to 3:30	Mr. Yashwant Alava, Assistant Professor (Commerce), Swami Vivekananda Govt. P.G. College, Harda (MP)
16.	Data Interpretation & Mathematical Aptitude	29.07.2024	10:30 am to 1:00 pm	Dr. Sangeeta Biley, Principal, Swami Vivekananda Govt. P.G. College, Harda (MP)
	Valedictory Session		1:30 pm to 3:30	*****

Note: 15 minutes break

**Dr. Rakesh Singh Paraste**  
TPO (SVCGS)

**Dr. Anil Gupta**  
CEDMAP

**Dr. Dheera Shah**  
Distt. Nodal Officer (SVCGS)

**Dr. Sangeeta Biley**  
Principal