



# CENTRAL PLACEMENT CELL PANJAB UNIVERSITY

in collaboration with

## UNIVERSITY BUSINESS SCHOOL

A value added course on- "Unlocking Career Success: Mastering Soft Skills"

- About Central Placement Cell



The Central Placement Cell of Panjab University serves as a vital link between students and prospective employers, playing a pivotal role in shaping the career trajectories of countless individuals. With a mission to empower students with the necessary skills and opportunities, the placement cell has become an integral part of Panjab University's commitment to academic excellence and holistic development.

The placement cell acts as a facilitator in connecting students with companies that align with their career aspirations and providing them with valuable industry exposure. To achieve this, the cell organizes a plethora of workshops, seminars, value added courses, expert lectures, Industry Academia meets and training programs throughout the academic year. By providing students with insights into industry expectations and grooming them for professional success, the placement cell enhances employability quotient of the students.

## • About the course

Value Added course : *Unlocking Career Success: Mastering Soft Skills*

*Duration of the course: 30 hours*

Objectives :To equip participants with the versatile abilities crucial for career advancement and success.

In today's competitive job market, possessing technical expertise alone isn't enough; employers increasingly seek professionals who excel in communication, teamwork, adaptability, leadership, and problem-solving. Soft skills courses provide tailored training to develop these essential attributes, enhancing employability and job performance.

## • Eligibility for the course

This course is designed for postgraduate students seeking entry into corporate and other professional sectors. By engaging in hands-on workshops, mock interviews, and feedback sessions, as well as benefiting from insights shared by industry experts through guest lectures, students will enhance their overall professional preparedness and increase their employability prospects in today's dynamic job market.

## • Registration Process

The participants need to register themselves for the above course by filling the google form through scanning the QR code.

The course is absolutely **free of cost** and is on **first come first basis**.

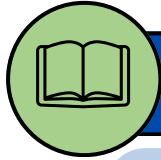
**The batch size is limited to 50 so register fast**



- **Feb 26 2024**
- **Monday to Friday: 1-2 hours classes late afternoon**
- **Weekend- 4 hours class on Saturday**
- **Venue- Seminar Hall B**

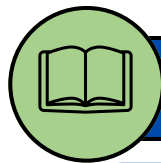


## • **Module for the course**



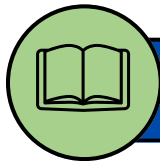
### **Module 1: Foundations of Professionalism**

- Lecture 1: Professionalism and Habits of Professionalism
- ·Lecture 2: SWOT analysis and Setting Career Goals



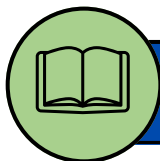
### **Module 2: Effective Communication Skills**

- ·Lecture 3: Verbal Communication Techniques and Active Listening
- ·Lecture 4: Non-Verbal Communication: Body Language and Gestures
- Lecture 5: Written Communication: Email Etiquette & Professional Writing
- Lecture 6: Online job portals and application procedures
- Lecture 7: Team management and Communication I
- Lecture 8: Team management and Communication II



### **Module 3: Building a Strong Resume**

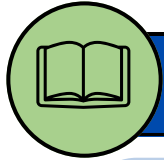
- Resume Components and Formatting and Tailoring Your Resume for Different Industries
- Hands-on Training: Resume Writing Workshop



### **Module 4: Business Networking with Social Media**

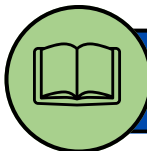
- Lecture 11: Crafting a LinkedIn Profile
- Lecture 12: Hands on Training-Business Networking with Social Media

## • **Module for the course**



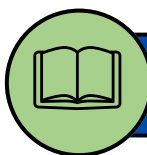
### **Module 5: Interview Preparation and Techniques**

- Lecture 13: Preparing for Different Types of Interviews (Phone, Video, In-person)
- Lecture 14: Common Interview Questions and How to Answer Them
- Lecture 15: Behavioral Interviews and STAR Technique
- Lecture 16: Video Interview Tips and Best Practices



### **Module 6: Stress Management and Conflict Resolution**

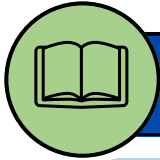
- Lecture 17: Stress Management Techniques for Professionals
- Lecture 18: Conflict Resolution and Effective Problem Solving
- Lecture 19: Mindfulness and Meditation Practices
- Lecture 20: Building Resilience in the Workplace



### **Module 7: Presentation and Public Speaking**

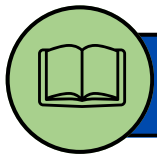
- Lecture 21: Effective Presentation Skills (Overcoming fear, body language, using visuals)
- Lecture 22: Virtual Presentation Skills

## • **Module for the course**



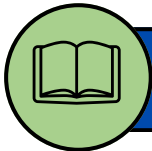
### **Module 8: Time Management and Organizational Skill**

- Lecture 23: Prioritizing Tasks and Managing Deadlines
- Lecture 24: Organizing Your Workspace for Productivity



### **Module 9: Final Preparations for Placements**

- Lecture 25: Mock Group Discussions and Feedback Sessions – I
- Lecture 26: Mock Group Discussions and Feedback Sessions – II
- Lecture 27: Mock Interviews and Feedback Sessions – I
- Lecture 28: Mock Interviews and Feedback Sessions – II



### **Module 10: Industry Experts' Insights**

- Lecture 29: Industry Trends and Insights
- Lecture 30: Career Path Exploration and Guidance

- **Note: Minor modifications in the topics can be done as per the requirement of the participating students**

## • Key learnings from the course

1. Understanding professionalism: Cultivating habits for maintaining professional standards across diverse contexts.
2. SWOT mastery: Assessing personal strengths, weaknesses, opportunities, and threats to formulate effective career goals.
3. Communication proficiency: Developing verbal, non-verbal, and written communication skills, including active listening, body language, gestures, email etiquette, and professional writing.
4. Team management expertise: Fostering collaboration and achieving collective objectives through effective team management and communication.
5. Resume building: Creating a compelling resume by understanding components, formatting, and tailoring for different industries, supplemented by hands-on workshops.
6. Interview readiness: Preparing for various interview formats, mastering common questions, behavioral interviews, and using techniques like the STAR method.

## • Assessment and Certifications

1. Assessment will be based on performance in various modules.
2. Attendance of 75% is mandatory and
3. Evaluation tasks are an integral part of the course.
4. Only upon successful completion of this course will participants receive the certificate.

## • Organizers

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| • Prof. Meena Sharma<br>(Honorary Director Central Placement Cell) | • Prof. Parmjit Kaur<br>(Chairperson University Business School) |
| • Dr. Tilak Raj<br>(Course coordinator)                            | • Dr. Aman Bhalla<br>(Department of Chemistry)                   |

## • Contacts



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