




PCET'S  
**S. B. Patil Institute of Management**



SBPIM - GRYPHON

**Certification in Soft skills and aptitude Dynamics**

Sr. No.	Topics to be covered	Hours
1	Introduction and Baseline Evaluation- Training need analysis (TNA)	6
2	Global Business Etiquette + Business Writing + Email Etiquette + Writing Covering Letters	6
3	Business Conversation + Rapport building & networking + Conflict Handling + Organisational Politics + Feedback Skills + Cross Culture Communication, Effective Presentation + Evaluation	4
4	Evaluation + Percentage	4
5	Communication for Effective Communication & Selling Strategies + Introduction to Resume Writing + Evaluation	4
6	Interview preparation tips, Interviews techniques	4
7	Aptitude, Profit & Loss + Syllogism , Algebra	4
8	Resuming Building + Group Discussion + Introduction to Personal Interviews + Evaluation	4
9	Interview Preperation + FAQ in Interviews & How to Answer + Personal Branding + Introduction to Pitch + Evaluation	4
10	Aptitude training & Mock GD PI	5
11	Aptitude training & Mock GD PI	5
<b>No. of Hours training to be Conducted</b>		<b>50</b>

  
**Prof. Swapnil Sonkamble**  
Faculty Coordinator



  
**Dr. Kirti Dharwadkar**  
Director- SBPIM