



DON BOSCO ARTS & SCIENCE COLLEGE

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Finishing School Training Programme

May 29- June 1, 2019

M Com Finance & M Sc Mathematics



FINISHING SCHOOL TRAINING PROGRAMME

Planned Curriculum & Time Table:

TOPIC	DURATION
Day One: Pre – Training Assessment, Self Confidence Improvement, Communication Skill Enhancement.	
Pre Training Assessment	30 Min
Effective Communication – Verbal & Non Verbal	1.5 Hours
Body Language Analysis & Feedback	3 Hours
English Language – Spoken English Skills	1.5 Hours
Confidence & Motivation	1 Hour
Day Two: Professionalism, Corporate Etiquette, Power Dressing & Grooming.	
College to Corporate – Professionalism Fundamentals	3 Hours
Corporate Etiquette	1.5 Hour
Power Dressing & Grooming	2 Hours
Dining Etiquette	1 Hour
Day Three: Goal Setting, Opportunities & Challenges, Resume Building, Interview Facing Skills.	
Having an Aim in Life - Goal Setting & Target Achievement	30 Min
Opportunities & Challenges	30 Min
Effective Personal Introduction	2 Hours
Resume Building	2 Hours
Interview Facing Skills	2.5 Hours
Day Four: Group Discussion & Mock Interview, Post Training Assessment.	
Group Discussion	2 Hours
Mock Interview & Feedback	3.5 Hours
Course Completion Assessment	1.5 Hours
Valedictory Function	30 Min

TRAINING SESSION RULES AND REGULATIONS

- ✓ Follow the Golden Rule: do to others as you would have others do to you
- ✓ If someone is addressing the class, you're not to talk
- ✓ Show respect to each other and yourself
- ✓ No working on other assignments while training is in session
- ✓ Training room discussions should be limited to work topics. Unnecessary talking will not be tolerated
- ✓ Dumb questions are allowed. You never know when the person beside you has the same question
- ✓ All of us are prone to making mistakes—so when they occur, the best we can do is to learn from them
- ✓ Don't comment or tease on each other's participation
- ✓ Ask for assistance. No one's perfect, and it's expected that you'll ask for all necessary explanations
- ✓ Welcome EVERY question. We are still at the learning process; there's no disgrace in not yet knowing how or why
- ✓ Encourage trial and error. This training is for practicing and learning new soft skills. Remember, it's better to make a mistake in the training period than at your workplace or society later on
- ✓ Follow the schedule of training and do not prolong break times and lunch times. This allows us to meet training time and schedules to cover the subject without going over allotted time
- ✓ We are all guests in this room. Be courteous of others who use this room, and make sure it's clean when you leave. You drop it, you pick it up. You spill it, you clean it up
- ✓ All cellular phones, pagers and gadgets must be turned off or silenced

ANY DEVIATIONS FROM THE ABOVE MENTIONED RULES AND REGULATIONS WILL ATTRACT NEGATIVE POINTS FOR YOUR TEAM AND A PENALTY FOR YOURSELF!

These rules and regulations are in place for your benefit and convenience. Happy Learning!