

CAREER AND GUIDANCE CELL

Following are the modules conducted by CDC and Globarena.

Title	Offered By	Level	Activity
Personality Development Program (PDP)	Career Development Center	Level 1	➤ Art of Introduction
			➤ News reporting
			➤ Non-verbal communication
			➤ Public Speaking
		Level 2	➤ Communication Skills
			➤ General Awareness
	➤ Group discussion and GD competition		
	➤ Skit and Skit competition		
	➤ Exercises on common error		
	Level 3	➤ Mock Interview	
➤ Letter writing			
➤ Resume Building			
➤ Grooming and Etiquette			
	Level 4	➤ Writing Covering Letters	
➤ Resume Building			
➤ Project Writing/Presentation Skills			
➤ Training Interview			
Globarena	Level 1	➤ Psychometric test	
		➤ Presentation skills	
		➤ Goal Setting	
	Level 2	➤ Problem solving	

			➤ Decision making
			➤ Inter-personal behavior skills
			➤ Leadership
			➤ Time Management
			➤ Proactiveness
		Level 3	➤ Reasoning, Arithmetic
			➤ Group Discussion
			➤ Interview Skills & Resume Writing
		Level 4	➤ Assertiveness
			➤ Life Management
			➤ Thinking process
			➤ Corporate Etiquettes

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