



Connect with Work Training Program

Syllabus -

- Organizational structure
- Public Speaking
- Presentation skills
- E-mail etiquette
- Grooming
- Group discussion
- Personal Interview

Outcomes-

1. Communication skills: This includes verbal and written communication, as well as active listening and effective presentation skills.
2. Time management: Learning to prioritize tasks, manage deadlines and avoid procrastination is essential for success in the workplace.
3. Problem-solving: Being able to analyze situations, identify potential solutions and make informed decisions is a valuable skill for any job.
4. Teamwork: Collaboration and cooperation with colleagues to achieve shared goals is a critical aspect of most jobs.
5. Self-motivation: The ability to stay focused and committed to tasks, even when faced with challenges or setbacks, is a key ingredient for success.
6. Adaptability: Being flexible and able to adapt to changing circumstances is an essential skill in today's rapidly evolving work environment.
7. Leadership: Learning to lead by example, inspire others and provide constructive feedback can help individuals excel in managerial or supervisory roles.

Registrar
SGT University,
Budhera, Gurugram