



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY
(UGC Approved)
Gurugram, Delhi-NCR

Budhera, Gurugram-Badli Road, Gurugram (Haryana) – 122505 Ph. : 0124-2278183, 2278184, 2278185

Online Training Session on “Employability Skills” under “Life Skills” program organized by Rubicon

Outcomes -

1. Communication Skills: Effective communication is a key skill that is highly valued in the workplace. The program might help participants develop their ability to express themselves clearly and concisely, listen actively, and use appropriate non-verbal communication.
2. Teamwork and Collaboration: Many jobs require individuals to work effectively as part of a team. The program could help participants develop their ability to collaborate with others, resolve conflicts, and contribute to the achievement of team goals.
3. Time Management: Time management skills are essential for any job. The program might teach participants how to prioritize tasks, set goals, and manage their time effectively.
4. Problem Solving: Many jobs require individuals to be able to solve problems quickly and effectively. The program could help participants develop their critical thinking and problem-solving skills, and learn strategies for approaching and solving complex problems.
5. Adaptability and Flexibility: The workplace can be unpredictable, and individuals who are able to adapt to changing circumstances and remain flexible are highly valued. The program might help participants develop their ability to be open to change, learn new skills, and adjust to new situations.
6. Professionalism: Professionalism is important in any job, and includes aspects such as punctuality, reliability, and a positive attitude. The program could help participants understand what it means to be professional, and how to demonstrate these qualities in the workplace.
7. Financial Literacy: The program might also include information on financial literacy, including how to manage personal finances, understand financial statements, and make informed decisions about financial matters.

Syllabus –

- Behavioural Skills
- English Literacy
- Communication Skills
- IT Literacy
- Entrepreneurship
- Maintaining Efficiency at Workplace
- Occupational Safety
- Health and Environment Education
- Essential Skills for Success
- Labour Welfare Legislation
- Quality Management
- Preparation to the World of Work
- Customer Interaction/Service


Registrar
SGT University
Budhera, Gurugram