

Framework for 30 Hours Offline Sessions (General Colleges)					
Total 30 Hours / 6 H Per Day & 2 Session / 5 Days					
Day	Session No.	Session Title	Duration	Skill	Objectives
DAY - 1	Session - 01	I am Unique	2 hours	Life Skill	Topic that enhances more to know about themselves like their positive attitude, self-confidence. Make them feel special.
	Session - 02	Body Language & Professional Grooming	2 hours	Soft Skill	To be conscious about their body language. Master their nonverbal cues, gestures, postures.
	Session - 03	Goal Setting & Time Management	2 hours	Soft Skill	Helps to plan them how to achieve their aim, by staying on track. Planning and Managing time.
DAY - 2	Session - 04	Job Opportunity (Input Session)	2 hours	Interview Skill	Explains professional goals, clarify of what they want to try to achieve. What job prospects are available in the market.
	Session - 05	Professional Communication	2 hours	Communication Skill	Concepts and skills are required effectively to communicate in a professional manner, for ex: how to communicate in a corporate environment, tackle day to days' tasks like managing a team meeting, making reports etc.
	Session - 06	Digital Identity	2 hours	Life Skill	The aim of digital identity is simply to formalize the individualization of access to computer networks, conditional by the existence of means of verifying the digital identity of users or objects. How to manage data protection n secure its management, being trustworthy.
DAY - 3	Session - 07	Money Management	2 hours	Soft Skill	It gives ideas on how to handle all the finances, from budgeting to investing to saving & setting goals in life.
	Session - 09	Professional Ethics	2 hours	Soft Skill	Professional ethics is a set of guiding principles intended to ensure that employer & employee act with honesty and integrity in all facets of its day-to-day operations and to only engage in acts that promote a benefit to society.
	Session - 10	Critical Thinking	2 hours	Life Skill	The ultimate goal of critically thinking is to solve problems or make decisions. This is achieved by mentally processing information in a clear, logical, reasoned, and reflective manner so you can understand things better.
DAY - 4	Session - 11	Presenting a Project	2 hours	Interview Skill	The presentation is for explaining the project - both the product and the process - to the evaluators. The presentation complements the project documentation and the product demo (if any). It gives evaluators a chance to clear up doubts by asking questions on the spot, for example.
	Session - 12	Problem Solving	2 hours	Life Skill	Students will be able to identify different ways to tackle different problems, be it professional or in personal life.
	Session - 13	Acing a Group Discussion	2 hours	Interview Skill	Evaluates different attributes in a candidate -thinking skills, listening ability and how they communicate.
DAY - 5	Session - 14	Conflict Management	2 hours	Life Skill	How to limit negative aspects of conflicts while increasing the positive aspects of conflicts. Detect existing and potential disparities.
	Session - 15	Interview Readiness ¹	2 hours	Interview Skill	Prepare resume, video resume. Make them understand about the types of interviews. Make them watch, how the interview process happens. Demo interview is taken.
	Session - 17	Recap & Closing	2 hours	-	Explain and doubt clarification.
TOTAL			30 HOURS		

Debmata Boral

