

Gurukul Educational And Research Institute

SHIKSHA SANKUL, SAHASTRADHARA ROAD, NEARBY IT PARK,
DEHRADUN, UTTARAKHAND PIN CODE - 248013



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SOFT SKILLS COURSE

Course Name: Soft Skills & Personality Development Duration:
6 Months | Eligibility: 8th/10th Pass | Mode: Theory + Practical

Month 1: Communication Skills Foundation

- Verbal & Non-Verbal
- Communication Listening
- Skills Development
- Basic Public Speaking
- Confidence Building
- Exercises

Month 2: Personality Development

- Positive Attitude & Self
- Motivation Body Language & Grooming
- Self-Discipline & Goal Setting
- Overcoming Fear & Stage Hesitation

Month 3: Interpersonal Skills

- Teamwork & Cooperation
- Leadership Skills Basics Conflict
- Resolution Techniques Emotional
- Intelligence Introduction

Month 4: Professional Skills

- Time Management Techniques
- Problem Solving & Decision Making
- Workplace Ethics & Professional
- Behavior Stress Management
- Techniques

Month 5: Career Development Skills

- Resume Writing Basics Interview
- Preparation Group Discussion Skills Basic
- Business Communication (Email Writing)

Month 6: Practical Training & Assessment

- Presentation Practice Role
- Play Activities Mock
- Interview & GD Practice
- Final Assessment & Viva