# EMPLOYABILITY PROFICIENCY PROGRAM C\_MAT2201

#### LIVEWIPC FOR LIVE CAREERS Employability Proficiency Program ---Syllabus

#### **Topics** Covered

- Self-Introduction (Activity Based)
- Communication Skills & Its Importance
- Speaking Skill( Activity Based)
- · Do's and Don'ts in Speaking skill
- Activity
- Listening and Reading Skill (Activity Based)
- Do's and Don'ts in Listening and Reading skill
- Writing Skills (Activity Based )
- E-Mail writing & Its importance
- Activity
- Resume Writing
- Mock Session on Presentation Skill
- Do's & Don'ts in Presentation Skill
- Activity
- Interview & its Types
- Mock session on GD/Debate
- Personal Interview
- Telephonic Interview
- Activity
- Body Language
- Attire

**Mock Session on entire Interview Process** 

www.livewireindia.com

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Principal All Saints' College Thiruvananthapur**am-7** 

#### List of Student for EPP

AKHILA K
ANANTHIKA A
ANJANA A.L
ANJANA MADHU A
APARNA R
ARDRA SUDHAKAR
GOPIKA P
GOURIS
GOWRI D R
JYOTHI J
NITHYA SURESH H
SHILPI KUMARI JAISWAL
ANCY BENJAMIN
ARYA RAJ
ARYA.Y.U
ASWATHY THILAKAN
JASMIN.M
JENIFER RAJ R P
JOMOL M
NAVAMI B
NITHYA J S
REEBA ELSA SAM
S A ABHIRAMI
SINI B. S
SNEHITHA SIMON
SONA C L
SRUTHI L S
VEENA .A.S
KRISHNA RIDHU
NEHA RAJAN
REHNA S.
RIZWANA RISHAD S
SAHANA N

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Principal All Saints' College Thiruvananthapuram-7

#### REPORT OF THE CERTIFICATE COURSE EMPLOYABILITY PROFICENCY PROGRAMME

27-08-2023 All Saints' College

The Employability Proficiency Programme which was conducted in our college was supervised by SAHARA, Livewire. The course started on 2<sup>nd</sup> September 2022. Every participant equally enjoyed the class as well as the format it was presented in.

Some highlights of the course was, it concentrated on discussing :

- 1. Bio data
- 2. Self introduction
- 3. Email
- 4. Letter
- 5. Mental ability test
- 6. Interview

The most effective one among all these was the demonstration of an interview, which helped each one of the students to interact each other as well as to gain more knowledge about the interview procedures. We really liked the flexibility of this course. It worked well with busy scheduling and the expectations were clear and upfront. The classes were conducted both offline and online mode. Everything in this course was straight forward. There never was no confusion on assignments and home works. The class was detailed and organized which made it effective for all students.

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All Saints' College Thiruvananthapuram-7







### **The Best Way** to **Develop Your Employability Skills**



## **Training on EPP** (Employability Proficiency Programme) **Department Of Mathematics**, All Saints' College in Association with LIVEWIRE Trivandrum

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Principal All Saints' College Thiruvananthapuram?

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