

5.1.3 CONTENTS OF THE PROGRAMME

SOFT SKILL

2015-2016 PDP

Day 1: Recap of June '15 sessions and set expectation for future sessions. Brain facts were shared with the students.

Day 2: Brain gym was conducted to help the students to enhance their capability of using their brain orientation effectively. Johari window was taught and a feedback activity was conducted to enhance their interpersonal skills.

Day 3: Session was centred on different behaviours one would display while interacting with others. Difference between assertive, aggressive and passive behaviours was explained with focus on their pros and cons. This was elaborated by sharing the video 'Straight talking'.

Day 4: Importance of SMART goals was emphasised with the help of an activity, explanation and making the students create SMART goals for themselves. Time was also provided to students to work on their mock presentations in preparation of the next class.

Day 5: Mock presentations were conducted.

Day 6: Presentation etiquette was shared with focus on content, voice and body language and this was also connected to Assertive communication. Team building activities were conducted to enhance bonding and co-ordination among the students.

Session was concluded by reinforcing the learnings completed and urging the students to apply the learnings in their lives personally and academically.



2016-2019

S.No	Main Topics	Discussion Topic
I	Essentials of Effective Communication	<ul style="list-style-type: none">▪ Noun▪ Pronoun▪ Verbs▪ Adjectives▪ Adverbs▪ Grammatical expressions
II	Presentation Skills for Students	<ul style="list-style-type: none">▪ Body Language▪ Poster And Body Language When Presenting▪ Position In Your Body Language When Presenting▪ Voice Volume, Pitch and Pauses▪ Fillers And Space in The Classroom or Training Room▪ Extra presentation skills ideas

Date: 13th and 14th February - 2019
Number of Days: 2 days
Time duration: 6 hours each day

Profile and Qualification of the trainer

Name: Manivannan RJ

1	B.Com	Commerce - Business Mathematics - Statistics
2	MBA	Human Resource Management
3	M.Sc	Advanced Applied Psychology
4	Diploma in CBT - Achology (UK)	Cognitive Behavioral Therapy - Practitioner
5	Diploma in Modern Applied Psychology - Achology (UK)	Modern Applied Psychology
6	Diploma in Hypnotherapy, Achology (UK)	Hypnotherapy and Psychotherapy
7	Course Author ICT	Introspective Counseling Therapy

1. Consultant Psychologist and Psychotherapist
BrahVishMah - Counseling Psychology Clinic, Kengeri, Bangalore - 560060
2. Editor and Content Writer for Banking Exam section
Pratiyogitha Kiran and Kiran Prakashan, New Delhi - 110034
3. Model Question Paper Developer for IBPS, SBI, RRB, RBI and SSC exams
Pratiyogitha Kiran - National Magazine for Competitive Exams, New Delhi

4. Trainer for Banking Examinations (IBPS, SBI, RRB and RBI exams)
Bangalore and New Delhi
5. National Award for Best and promising trainer for Bank exams in India - 2017
from the then HRD Minister Chetan Chauhan

We appreciate your patience and sincere efforts to strengthen and promote the future career development of your students.

Thank you very much

With Sincere Regards

For **BrahVishMah**
Psychological Counseling Center

(MANIVANNAN RJ)
CRN8776824
Applied Psychologist, Psychotherapist and
Meditation Trainer
&
Trainer for Bank and IAS Exams



2019-2020



Xplore Consultancy Services (R)

#5, 3rd Cross, 3rd Block, 3rd Stage, Basaveshwarnagar, Bangalore-79

Date: 08/07/2019

The Principle,
MES Institute of Management,
Bangalore

Dear Madam,

Sub: 2 days Workshop for I Semester Students.

Dates of Workshop: 9th July 2019 for I Semester B.Com
10th July 2019 for I Semester BBA

Duration: 5 Hours (8.30 am to 2.30 pm)

Course Content: Ice Breakers
Communicative Skills
Concentration Skills
Listening Skills
Motivation Skills
Memory Skills &
Logical & Analytical Skills

Regards,
Rajendra Kulkarni
Xplore Consultancy Services



LANGUAGE LAB
2015-2020

- 10 rules of word stress in English pronunciation
- Consonant clusters- English pronunciation lesson
- Easy phonics, (unit1- Aa Bb Cc Dd) phonics for kids -Alphabet -learn to read
- English grammar lesson
- English language classroom position words
- English language vocabulary
- English sentence structure – English grammar lesson
- Pronunciation and Phonology in the EFL classroom -Manner of Articulation
- Writing lesson objectives for classroom teachers.

Anuradha K



DISHA

2015-2020

Program Structure

Session	Methodology	Objective
Holistic Wellness	Yoga and Pranayama	Enhancing memory, IQ and concentration, Overcoming stress. Develop physical, emotional, intellectual and spiritual quotient
Self Awareness	Group Counselling	Develop emotional and social quotient - Managing emotions, Overcoming distractions, developing positive attitude and goal setting
Walk with Pride	Namaste India Quiz	Develop intellectual and social quotient Inculcating patriotism – Pride in Indian culture and heritage
Student Social Responsibility	Audio/Visual Interaction	Develop the social, emotional and spiritual quotient Build leadership skills to become catalysts of social change
Group Dynamics	Desi Games	Stress buster and develop the physical, emotional and social quotient Enhancing leadership, interpersonal and team-building skills
Values - Foundation for success	Interactive Talk	Unleashing the inner potential to lead a purposeful life

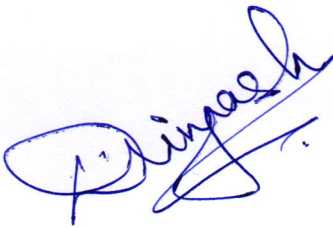


INFORMATION AND COMMUNICATION TECHNOLOGY

2015-2020

COMPUTER FUNDAMENTALS

COURSE CONTENT	Target Audience	ALLOCATED HOURS
INTRODUCTION TO COMPUTER	1 Year BCOM	1
GENERATIONS OF COMPUTER (I-V)		1
FUNCTIONS OF THE DIFFERENT UNITS		2
BLOCK DIAGRAM OF A COMPUTER		1
INPUT & OUTPUT DEVICES		1
COMPUTER HARDWARE AND SOFTWARE		1
OPERATING SYSTEM		2
MS POWER POINT		3
TOTAL HOURS		




Principal
MES Institute of Management
Raiajinagar, Bangalore-560 010