



Motilal Nehru College (Evening) University of Delhi

in collaboration with

Evercore Consultants

introduces

Add-on Online Certificate Course 2020

on

Employability & Soft Skills

Course Duration: 60 Hrs

OPEN TO ALL UNDERGRADUATE AND POSTGRADUATE STUDENTS
OF COLLEGE/UNIVERSITY/INSTITUTE OF INDIA



Registrations Open

Registration fee: 2000 INR + GST

Registration Link: https://docs.google.com/forms/d/e/1FAIpQLSeacGm6X51gTtmfMXic4XZNahZ0c1_hd0ZABqy7SLx0n198UA/viewform



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Last Date for Registration: 31/10/2020

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University Of Delhi



College Building

About Motilal Nehru College (Evening)

Motilal Nehru College (Evening) established in July, 1965 is a constituent college of the University of Delhi, situated on a prominent location at Benito Juarez Marg, near Anand Niketan, Adjacent to the South Campus of the University of Delhi, New Delhi. A distinguished Educationist Dr. R. K. Bhan was the founder Principal of the college. Dr. S. D. Sharma 'Avtare', Dr. Suresh C. Sharma, Dr. B. K. Sharma and later Dr. S. K. Sharma as Principal, guided the destiny of this college and made their tireless efforts for the growth and development of this college. Apart from imparting education in various popular courses of study under 3 Year Undergraduate Programme like **B.A. (Programme), B.A. (H) English, B.A. (H) Hindi, B.A. (H) History, B.A. (H) Pol. Science, B.Com, B.Com (H)** the college also emphasizes on character-building of the students and includes the high moral values to shape them as rational, responsible and self-reliant human beings. The Societies / Associations formed by the students of the College, play a vital role in the academic life of the institution. Departmental Associations of various subjects under the guidance of the teachers organize Lectures, Seminars and Discussions for the benefit of students and teachers alike. The college has well equipped and well maintained library having more than 68,000 Books, Journals and relevant reading materials. The college has provided Software and Bar Code Machines in the Library for its modernization. Apart from e-Resource Centre with more than 40 Computers in a fully air conditioned hall, a new Computer Lab with Software (Fully Air-conditioned) has also been established with more than 70 Computers with a qualified Computer Senior Technical Assistant (Computers). Despite constraints of Evening College it also provides facilities for games like Football, Hockey and Volleyball etc. in a well maintained Playground.

About Evercore Consultants

Evercore Consultants, came into being with the aim to provide financial consultancy to corporates. We are working extensively in the field of improving financial literacy and consulting along with developing training programs for many institutions. Our team includes working professionals from companies like Kotak Mahindra, IDFC, KPMG and IBM.

Course Overview

We have designed this course to bridge the gap between qualifications and securing employment. It has been observed that despite lakhs of students getting their degrees every year they are not considered employable by the companies who interview them. The course module progression takes the learners through various skills required to traverse the various stages to the selection process and become an effective resource for the company. We will cover in detail broad skills like interpersonal skills, dependability and adaptability.

To broadly explain these Employability Skills or Soft Skills:

1. **Interpersonal skills:** These skills allow you to work well with others, it is important to build a good rapport with people in your team and your employers. To achieve this you need Communication skills, Emotional Quotient, Influencing/Negotiating skills, Problem Solving skills just to name a few.
2. **Dependability:** A very important skill which requires you to develop some crucial personality traits like being Emotionally Aware, Ethical, Creative and Self-motivated. These skills will help you remain balanced and give the mental toughness required to traverse the challenging corporate terrain.
3. **Open to learn new things:** Adaptability and flexibility are important to survive in a diverse and dynamic work environment. It is always helpful to be nimble footed this helps you to develop and prepare you to take on challenges head on.

Learning outcomes

- Understand the basics of interpersonal communication and use the various aspects like listening, understanding verbal and non-verbal communication to be an effective communicator.
- Develop skills to become a team player and understand the dynamics of a group to work better with people.
- Be better at problem solving and conflict resolution. Develop negotiation capabilities to collaborate with partners for delivering favourable outcomes.
- How to utilise and develop your Emotional Quotient and be more receptive to your peers around you, putting you on a path to be an effective resource.

- Adopt a more flexible and adaptable approach to personal and professional life. As it will help you evolve into a more dynamic person.
- How to handle difficult interviews and group discussion scenarios, which are key elements of the selection process.
- To be able to write effective resumes, the first glimpse a corporate takes into any possible candidate is through the resume making it a very important tool to master.
- Mastering the skill to give amazing presentations.
- Become comfortable and confident to speak in public. One of the biggest fears people have is public speaking. Learn a systematic approach to speak confidently in front of a crowd.

Duration: 60 Hours

Mode of Instruction: Online

Eligibility: Open to all Undergraduate and Postgraduate Students of College/University/Institute of India

Registration fee: 2000 INR (inclusive of GST)

Candidates need to submit an online form with all the required details including the payment transaction/ reference number/ chequeNo/ DD No.

The course fee can be submitted through following methods:

1. Through online bank transfer, Bank details are given below:

Bank Name: STATE BANK OF INDIA

Branch: MOTI BAGH NEW DELHI-21

ACCOUNT NO.: 10925836698

IFSC CODE: SBIN0001967

ACCOUNT HOLDER: MLNC (E) SF Account

2. Students can also send the cheque/Demand Draft in favour of (MLNC (E) SF Account) on the following address:

PRINCIPAL OFFICE, MOTILAL NEHRU COLLEGE (E), BENITO JUAREZ MARG, SOUTH DELHI - 110021



Motilal Nehru College(E)
in Colaboration with
Evercore Consultants
Present, an online programme on
Employability & Soft Skills



Employability & Soft Skills



Why do you need to learn about Employability Skills?

The gap between being qualified and getting the job (and keeping it) depend on your Employability Skills also known as soft skills.

It has been observed, the employers would spend time and resources in training the joinees in job specific skills be it a certain software or operating a machine or anything which is a specific requirement to do the job efficiently. However, they would want you to bring with you some skills to work which helps you be more efficient, cohesive and bring positive synergies to the work

Your qualifications may get you an interview for a desired profile but you need some skills acquired over time to get a career of your choice. To broadly classification these Employability Skills or Soft Skills can be in the areas of:

1. Interpersonal skills: These skills allow you to work well with others, it is important to build a good rapport with people in your team and your employers. To achieve this you need Communication skills, Emotional Quotient, Influencing/Negotiating skills, Problem Solving skills just to name a few.
2. Dependability: A very important skill which requires you to develop some crucial personality traits like being Emotionally Aware, Ethical, Creative and Self-motivated. These skills will help you remain balanced and give the mental toughness required to traverse the challenging corporate terrain.
3. Open to learn new things: Adaptability and flexibility are important to survive in a diverse and dynamic work environment. It is always helpful to be nimble footed this helps you to develop and prepare you to take on challenges head on.

Through this online program, designed specifically for the aspiring students of Motilal Nehru College(E), University of Delhi, we shall share our insights into the competitive job world and guide on how to enter and survive it.

Course Modules

- Module 1: Qualitative Employability Skills, Duration 12 Hours
- Module 2: Quantitative Employability Skills, Duration 10 Hours
- Module 3: Leadership and Entrepreneurship, Duration 8 Hours
- Module 4: Public Speaking, Duration 10 Hours

Qualitative Employability Module Covers:

- Future of work trends post Covid 19
- Employability Skills
- Effective Communication
- Understanding Emotional Intelligence
- Conflict Resolution and Mediating Skills
- Team Work
- Decision Making and Problem Solving

Quantitative Employability Module Covers:

- Learning & Self development
- Delivering great presentations
- Writing Skills
- Resume Writing
- Group Discussion



Leadership and Entrepreneurship Module Covers

- Leadership and case studies
- Entrepreneurship and case studies



Public Speaking Module Covers:

- Introduction
- Know your Audience
- Purpose of speech
- Content Development
- Making an effective PPT
- Conquering fear of public speaking
- Prepration
- Delivery
- Handelling questions

