

## Rubicon Training Outline

### Proposal from Rubicon

Respected sir/madam,

Rubicon is conducting a free Training Program for prefinal and Final year students

1. 24 hrs. classroom training on Interview Skills ( Details mentioned below). Due to lockdown this is divided into two parts – 18 hours virtual and 6 hours classroom training. 18 hours of virtual training will be delivered by a Corporate Trainer using Zoom as a platform – training will be conducted 2 hours per day for 9 days. 6 hours of face to face training will be done once the lockdown is lifted and before the campus placement starts.
2. Industry visit of students to various organizations.
3. Post Placement Mentoring and Career Counselling support to placed students for one year. In Life Skills training, we will be covering the below topics:

New Hire Training/ Personality Development/ Employability Skills			
Sr. No.	Topic	Learning Objectives	Duration
1	Expectation setting	To learn Industry expectations from fresher's	2
2	Ice breaking	To know more about the trainer & candidates	2
3	Organizational Structure	To learn Organizational structure	2
4	SWOT Analysis	To identify their Strength/Weakness/Opportunities/ Threat	2
5	Corporate Jargons	To learn most commonly used words in corporates	2
6	Public Speaking	To eliminate stage fear	2
7	Presentation Skills	To articulate your thoughts through Power point presentation	2
8	E-mail Etiquette	To learn E-mail writing skills	2
9	Grooming	Dress to impress/ Proximity/ Personal hygiene/	2
10	Body language	To learn positive body language	2
11	Telephone Etiquette	To handle telephonic round of interview/ To learn call mechanics	2
12	Group Discussion	To access candidates' public speaking skills	3
13	Personal Interview	To perform well during interviews	5
Total			<b>30 hrs.</b>