

IITB Mumbai is organizing a course on “Soft Skill” and “Workplace Communication” for students under the College to Corporate' program.

Course Content

**1. Soft Skills:** Introduction to Soft Skills, Self-Awareness, Time Management , Body Language, Presentation Skills, Leadership Skills, Resume writing skills, Group Discussion Skills, Interviewing skills

**2. Workplace Communication:** Introduction to workplace Communication, Professional Communication and Conduct, Verbal communication; oral and written, Non-verbal communication, Presentation skills, Email communication, Gender and diversity skills, Global and Cultural Awareness, Workplace Ethics, Conducting and participating in meetings

The program is restricted to **students** belonging to participating remote centres. The preference for participation should be given to the pre and final year students. However, other students can also attend the courses, if there are seats available in the remote centre. The remote centre has the authority to decide for the candidates, who stand to benefit more. The total seats available are **50**. Students, who successfully complete a course, as per the grading policy, will receive an honour code certificate for each online course.

There is **no course fee**. Students have to attend the A-VIEW interaction and carry out other activities at respective Remote Centres.

The duration of the courses will be from 04 September to 12 November 2017. The Course will be conducted in Hybrid mode and it will comprise the following activities:

**1. Online work by individual participants:** Each student is expected to access the online platform, using a PC at home or college, on any convenient day and time during the week, with an online test every week. The online activity is available on IITBombayX platform ([www.iitbombayx.in](http://www.iitbombayx.in)). Each participant has to spend 2 to 3 hours of efforts per week for each course.

**2. Face-to-face interaction sessions:** Interactive sessions with students will be conducted by the faculty from IIT Bombay/ Industry. Students will have to physically attend these sessions at their chosen designated Remote Centres (RCs). The discussions and local tutorial sessions will be moderated by the Course Coordinators at each RC. This activity will be conducted on the weekends.

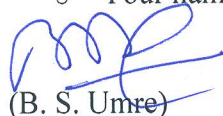
**3. Weekly activities in RCs:** Participating students will need to carry out presentations, mock interviews, team projects, etc., as required for each course. These activities will be conducted under overall supervision of the local course coordinator.

If any student is interested in joining the course, he/she should enroll online on ([www.iitbombayx.in](http://www.iitbombayx.in)). Enrollment will be strictly online, and no other mode of application will be entertained. Enroll selecting **Visvesvaraya National Institute of Technology (VNIT) (RC ID 1128)**, Nagpur as remote centre.

**The last date of registration is 12 September 2017.**

Registration process for the Program:

- Sign up using your valid email id.
- After verification, your account will be created
- Login on the website with the verified account
- Go to Announcements, Select the program and register.
- After successful registration, you will receive an automated email.
- Your name will also be listed in the “List of Participants page”.



(B. S. Umre)

RC Coordinator (Mob:9423102827)

To,

The Head,

(With the request to put this notice on Student Notice board)