



Indira Gandhi National Open University
Campus Placement Cell
Maidan Garhi, New Delhi - 110 068

10-day Training Programme on Employability Enhancement and Life Skills under "Barclays Youth Employability Initiative"

The Campus Placement Cell (CPC) of IGNOU is happy to announce **10-day Training Programme on Employability Enhancement and Life Skills** on pilot basis for the students of RC Delhi-2 enrolled in final year in BA, B Com, BCA, B Sc, BTS, BSW, MEG and M Com programmes in July 2015 and January 2016 sessions. The training will be imparted by Global Talent Track (GTT) at IGNOU Campus in April 2016 (dates are yet to be finalized).

About the Program

This training is sponsored by Barclays under their CSR activities. The training programme has been organised in association with Global Talent Track and NASSCOM Foundation under **Barclays Youth Employability Initiative** which aims at up-skilling of youth as per the industry requirement and to make them employable. Needless to mention that the entire programme is being funded by Barclays and is available FREE OF COST to IGNOU students.

Program Highlights : The training includes 2 modules as mentioned under.

- (a) Basic Life Skills – It consists of Self Learning and Assessment. Students will be given user IDs and passwords for going through Online Self Learning portal which they can access from anywhere through internet or smartphone, cyber cafe, personal computers etc.
- (b) Advanced Life Skills – This is a 10-day training/workshop, which will be conducted by GTT's trainer in IGNOU campus. Following areas shall be covered in the training program :
 - Job Interview Skills- Applying for a job, Resume Writing, Telephonic interview, Personal Interview and Group Discussions.
 - Business Communication- Written and Verbal, Telephone etiquette, Customer Service Orientation, Cultural sensitization.
 - Interpersonal Skills- Effective Team Playing, Business Etiquettes, Time and Stress Management, Building self-confidence.
 - Employability Skills- Presentation and Computing skills, Critical and Analytical thinking.

Students Registration Process_: Please follow the below mentioned link or copy the link in the internet browser and fill up your details and press **Submit** on or before April 8, 2016.

<http://www.erp-gttconnect.com/IGNOU/student.php>

For any further queries, please contact Mr. Sachin (98731 44494) or Ms. Madhu (95991 07394) strictly between 12:30 PM to 5:30 PM.

(Prof. Manoj Kulshrestha)
Director Incharge (CPC)