



**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 Delhi NCR (Delhi-1, Delhi-2, Delhi-3 and Noida) enrolled in final year in BA, BCA, BCom, BSc, BTS, BSW, MAH, MPS, MEG, MPA, MTM, MCA, MSW and MCom programmes in July 2015, January 2016 and July 2016 sessions. The training will be imparted by Global Talent Track (GTT) in September 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, 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**

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

**For further queries, please contact on 09599107394 during the office hours.**

**(Prof. Manoj Kulshrestha)**  
Director Incharge (CPC)