



**Indira Gandhi National Open University  
Campus Placement Cell  
Maidan Garhi, New Delhi-110068**

**Seven Day Training Programme on  
Employability  
Enhancement and Life Skills under "Barclays Access to Employment"**

The Campus Placement Cell (CPC) of IGNOU is happy to announce seven day **Training Programme on Employability Enhancement and Life Skills** for the students of Delhi NCR(Delhi-1, Delhi-2, Delhi-3 and Noida) enrolled in final year in BA, BCA, B.Com, B.Sc, BTS, BSW, MAH, MPS, MEG, MPA, MTM, MCA, MSW and M.Com and MBA programmes in January, 2017 and July, 2017. The training will be imparted by Global Talent Track (GTT) in January, 2018 onwards (dates are yet to be finalized).

**About the Program**

This training is sponsored by Barclays under their CSR initiative. The training programme has been organized in association with Global Talent Track (GTT) and NASSCOM Foundation under **Barclays Access to Employment** which aims to take 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 two 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>

**For further queries, please contact on 09599107394, 8860184102 during the office hours.**

**(Prof. B. B. Khanna)**  
Director (CPC)

