

**SKILL AND
PERSONALITY
DEVELOPMENT
COURSE**

**COURSE TITLE: DEVELOPING INTERVIEW SKILL
AND EFFECTIVE PRESENTATION STRATEGIES**

**FREE ONLINE COURSE
WITH e- CERTIFICATE**

OBJECTIVES

- ❖ To boost up learner's confidence
- ❖ To enhance learner's personal attributes
- ❖ To govern body language and communication skills
- ❖ To develop creative presentations and maximize techno savvy culture
- ❖ To set the presentation pace
- ❖ To develop an associative interaction quality
- ❖ To acknowledge self persona

**Duration of course: 20- 22nd
June
(04:00 P.M. – 05:00 P.M.)**

Registration link: <https://forms.gle/9Tu4q8Y1U8qocNhYA>

LEARNING OUTCOMES: This online course is aimed to help participants in increasing self confidence and developing presentation skills. This course shall also endeavor to master the communication skills in participants.

COURSE SCHEDULE

Day 1: Interview planning, Introduction of self, Language, Space/ Proxemics, Non-Verbal communication, Voice dynamics, Paralinguistic features of Communication, Self description, Uniform, Tone of voice, Pace and Body language, Friendly attitude

Day 2: Body language/ Kinesics, Space/ Proxemics, Paralinguistic features of Communication

Day 3: Self Presentation, Language, Time- Dimensions/ Chronemics, Presentation outline, Audio- Visual aids, Strong ending, Handling questions, Reflection

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Other details shall be provided later in participant's registered email id.