

## Personality Development Program (PDP)

Conducted for B.Com Third (Final) Year Students by The Institute of Computer Accountants (ICA)

*Certificate jointly issued by ICA and Shri Shikshayatan College*

Contemporary Issues	Soft Skills
<p>Course Objective: To enable the participants be updated with what's new in the industry and be trained to deal with them.</p>	<p><b>Course Objective:</b> To ensure that the participants become true professionals at least when it comes to being presentable and handling day-to-day issues more effectively</p>
<p><b>Course Outline (Indicative):</b></p> <ul style="list-style-type: none"> <li>• Reverse Mortgage</li> <li>• New Pension Scheme (NPS)</li> <li>• Goods and Services Tax (GST)</li> <li>• International Financial Reporting Language (IFRS) including Ind AS</li> <li>• Carbon Credits</li> <li>• E-Commerce</li> <li>• Ponzi Scheme</li> <li>• Networking through social media</li> <li>• eXtensible Business Reporting Language (XBRL)</li> <li>• Others – As they arise</li> </ul>	<p><b>Course Outline:</b></p> <ul style="list-style-type: none"> <li>• Understanding Communication</li> <li>• Verbal Communication</li> <li>• Written Communication (emails, letters, notices)</li> <li>• Proposal Writing</li> <li>• Presentation Skills</li> <li>• Conference call etiquettes</li> <li>• Team Meeting Etiquettes</li> <li>• Time Management</li> <li>• Resume Writing</li> <li>• Clothing etiquettes</li> <li>• How to attend interviews (GD &amp; PI)</li> <li>• Out of the Box thinking</li> <li>• Stress Management</li> <li>• Selling and Negotiation Skills</li> <li>• Goal Setting</li> <li>• Personality Development</li> </ul>