

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>Course Objective: 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>Course Outline (Indicative):</p> <ul style="list-style-type: none"> • Reverse Mortgage • New Pension Scheme (NPS) • Goods and Services Tax (GST) • International Financial Reporting Language (IFRS) including Ind AS • Carbon Credits • E-Commerce • Ponzi Scheme • Networking through social media • eXtensible Business Reporting Language (XBRL) • Others – As they arise 	<p>Course Outline:</p> <ul style="list-style-type: none"> • Understanding Communication • Verbal Communication • Written Communication (emails, letters, notices) • Proposal Writing • Presentation Skills • Conference call etiquettes • Team Meeting Etiquettes • Time Management • Resume Writing • Clothing etiquettes • How to attend interviews (GD & PI) • Out of the Box thinking • Stress Management • Selling and Negotiation Skills • Goal Setting • Personality Development