



Proposal
For
C, C++, C#, Aptitude (General, Technical),
Personality Development and Interview
(Technical, HR) Workshop

For MCA & Engineering Students for 2010 Batch





Presented To:

Dr. P. N. Naga Srinivasa

Prof. of Mechanical Eng. & Placement Officer

Vidya Vikas Institute of Engineering & Technology

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Presented By:

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Dated: 05.04.2010

Dear Dr. P. N. Naga Srinivasa,

Greeting from Shriram Value Services!

This is in reference to our meeting held on 23rd. January 2010 and subsequent identification for conducting C, C++, C#, Aptitude (General, Technical), Interview (Technical and HR), GD and Soft Skills Workshop for your students of your esteemed institute to prepare for campus interview.

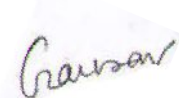
The scope of the proposal will be to provide customized comprehensive workshop, counseling and handholding on all aspects of C, C++, C#, Aptitude (General, Technical) Résumé making, Interview (Technical and HR) and Soft skills.

Attached is the detailed proposal for Vidya Vikas Institute of Engineering & Technology, with specific focus on strengths of Shriram Value.

The proposal is valid for 1 month starting from 5th April 2010 and the expiry date of the proposal is 4th. May 2010.

We look forward to assist you on the initiative and make this a success.

Yours sincerely,



Gaurav Prasad Verma

Associate Manager

Learning and Development Solutions



Goals & Objectives

1. Shriram Learning and Development Solutions offers to provide Consultation, Training Need Analysis and Customized Training Solutions for Building, Development and Augmentation of skills in Personality Development and Resume Making, Group Discussion and Interview (HR) for Students of Vidya Vikas Institute of Engineering & Technology.
2. Shriram Learning and Development Solutions offers to assist Vidya Vikas Institute of Engineering & Technology to provide consultation based on scientific approach towards transfer of learning.
3. Shriram Learning and Development Solutions offers to provide customized Design, Development and Implementation of Training interventions meeting the requirements.
4. Shriram Learning and Development Solutions will jointly identify new projects and initiatives on skills development of Students of Vidya Vikas Institute of Engineering & Technology.

Campus Learning Program (CLP)

Outline – Personality Development are structured systematic ways of evaluating how students perform on tasks or react to different situations. These analyze the student's skills in **C, C++, C#, Aptitude (General, Technical) Cover letter and Resume making, Group Discussion and Interview skills (Technical and HR)**. This workshop will help the student to learn, practice and develop the Aptitude in said domains.

Duration:

1. Workshop for Software Languages in C, C++ and C# = 80 Hours (10 Days)
2. Personality Development and Soft Skills workshop = 24 Hours (3 Days)
3. Personality Development workshop and Soft Skills = 48 Hours (6 Days)
4. English Language crash course = 40 Hours (5 Days)
5. Aptitude workshop = 24 Hours (3 Days)
6. Aptitude, Group Discussion and Interview (Technical, HR) = 40 Hours (5 Days)

Topics: For Software Language Workshop

- ✓ C
- ✓ C++
- ✓ C#
- ✓ Java
- ✓ Dot.Net etc

Topics: For Aptitude Workshop for 3 days

- ✓ Analytical Reasoning
- ✓ Logical Reasoning
- ✓ Quantitative
- ✓ Data Interpretation

Topics: For Aptitude Workshop for 5 days

- ✓ Analytical Reasoning
- ✓ Logical Reasoning
- ✓ Quantitative
- ✓ Data Interpretation
- ✓ Core Branch Technical Questions(Mechanical, Electrical, Electronics, etc)

Topics: For Behavioral Skills & Personality Development Workshop for 3 days**❖ Who AM I?**

- ✓ Psychometric test
- ✓ 8 Modules
- ✓ 300 Questions
- ✓ Which helps the student to judge their own Personality
- ✓ Which helps the student to choose their job as per their area of interest

❖ Corporate Etiquette

- ✓ Packaging Value
- ✓ Hygiene & Grooming
- ✓ Handshake Etiquette
- ✓ Introduction & Greeting
- ✓ Conversation Etiquette
- ✓ Dining Etiquette
- ✓ E-mail Etiquette
- ✓ Telephone Etiquette
- ✓ Office Etiquette

❖ How to Communicate & Manage Conflict

- ✓ Communication Style
- ✓ Types of communication
- ✓ Body Language
- ✓ Facial Expressions
- ✓ Correct Postures
- ✓ Written Communication
- ✓ Effective Written Communication
- ✓ Listening Skills
- ✓ Types of Listeners
- ✓ Active Listeners - Characteristics
- ✓ Listening, Communicating & Understanding
- ✓ How to handle Conflict
- ✓ Causes of Conflict
- ✓ Interpersonal Style of Conflict Management
- ✓ Responses to Conflict

❖ Interview Process & Group discussion.

- ✓ Interview Preparation
- ✓ How to improve knowledge, skills and ability
- ✓ How to do Company profiling
- ✓ Writing a Cover Letter
- ✓ 10 Classic mistake of Resume
- ✓ Pre- Group Discussion
- ✓ On Group Discussion
- ✓ Body Language
- ✓ Interview Questions
- ✓ HR-Interview
- ✓ Cover Letter & Resume' making
- ✓ Resume Writing skills
- ✓ Group Discussion
- ✓ Interview Process and simulation
- ✓ HR-Technical
- ✓ HR Round
- ✓ Individual counseling
- ✓ Handholding on the interview day

Topics: For Behavioral Skills & Personality Development Workshop for 6 days

❖ Who AM I?

- ✓ Psychometric test
- ✓ 8 Modules
- ✓ 300 Questions
- ✓ Which helps the student to judge their own Personality
- ✓ Which helps the student to choose their job as per their area of interest

❖ Corporate Etiquette

- ✓ Packaging Value
- ✓ Hygiene & Grooming
- ✓ Handshake Etiquette
- ✓ Introduction & Greeting
- ✓ Conversation Etiquette
- ✓ Dining Etiquette
- ✓ E-mail Etiquette
- ✓ Telephone Etiquette
- ✓ Office Etiquette

❖ How to work in a Team

- ✓ Teamwork
- ✓ Team Vs Group
- ✓ Teamwork vs. group Work
- ✓ 7'Cs
- ✓ Importance of team in an organization
- ✓ Behavior in a team
- ✓ Team attachment
- ✓ Team benefits
- ✓ Why team fails?
- ✓ Ground rule
- ✓ Team effectiveness model

❖ Right Attitude

- ✓ Positive attitude
- ✓ Self-Confidence
- ✓ Motivation
- ✓ Changing to Positive Attitude
- ✓ Initiating Change
- ✓ How to stay positive, confident & motivated in your future work environment?
- ✓ Success Pyramid
- ✓ Key to success



❖ Life Management

- ✓ Life Management Aspects
 - Time Management
 - Goal Setting
- ✓ Importance of Life Management
- ✓ How Time is Money?
- ✓ Application of Time Management
- ✓ Estimation of Time
- ✓ How to improve Time Management Skills
- ✓ Life Management Strategies
- ✓ How to set your Long term, Middle term and Short term goal
- ✓ How to Identify Important and Urgent Tasks
- ✓ Effective Utilization of Time
- ✓ Life Plan

❖ How to Communicate & Manage Conflict

- ✓ Communication Style
- ✓ Types of communication
- ✓ Body Language
- ✓ Facial Expressions
- ✓ Correct Postures
- ✓ Written Communication
- ✓ Effective Written Communication
- ✓ Listening Skills
- ✓ Types of Listeners
- ✓ Active Listeners - Characteristics
- ✓ Listening, Communicating & Understanding
- ✓ How to handle Conflict
- ✓ Causes of Conflict
- ✓ Interpersonal Style of Conflict Management
- ✓ Responses to Conflict

❖ Effective Presentation Skills

- ✓ Effective Presentation Skills - Pre - Presentation - Knowledge of the Tools
- ✓ During the Presentation - Self Knowledge - Eye contact
- ✓ During the Presentation - Self Knowledge - Gestures
- ✓ During the Presentation - Self Knowledge - Posture
- ✓ During the Presentation - Self Knowledge - Movement
- ✓ During the Presentation - Self Knowledge - Facial Expression
- ✓ During the Presentation - Self Knowledge - Listening skills
- ✓ During the Presentation - Handling Difficult Situations
- ✓ During the Presentation - Questioning skills
- ✓ During the Presentation - 10 Points on Answering Questions



❖ Interview Process & Group discussion.

- ✓ Interview Preparation
- ✓ How to improve knowledge, skills and ability
- ✓ How to do Company profiling
- ✓ Writing a Cover Letter
- ✓ 10 Classic mistake of Resume
- ✓ Pre- Group Discussion
- ✓ On Group Discussion
- ✓ Body Language
- ✓ Interview Questions
- ✓ HR-Interview

Workshop Fees

1. Customization & Content Development charges ----- Rs. 25,000.00 per workshop. (Free)
2. Workshop Fee per student for Software Language for 10 Days = Rs. 1200/-
3. Workshop Fee per student for Aptitude for 3 Days = Rs. 600/-
4. Workshop Fee per student for Aptitude, Group Discussion and Interview (Technical, HR) for 5 Days = Rs. 860/-
5. Workshop Fee per student for English Crash Course for 5 days = Rs.990/-
6. Workshop Fee per student for Personality Development for 6 days= Rs. 1100/-
7. Workshop Fee per student for Personality Development for 3 days= Rs. 650/-
8. Service taxes extra as applicable at the time of billing

Important Terms and Conditions:

1. The terms and conditions of this proposal will not be taken as a scale or a comparison with prior or future workshop fees.
2. The batch size will not exceed maximum of 30 students, so that to ensure maximum Learning by the participants.

3. All the enrolled students would be provided with a Campus Learning Kit, which will be containing worksheets, study materials, Resume Making kit and other needed accessories for training and future reference.
4. All the enrolled students would be given access to our Learning and Development E-Portal as a lifelong free membership for personality Development and Assessment Tests.
5. All above programmes will be customized based on requirement of the institution and the recruiting company's needs. New and further programmes will be designed based on the additional or future need on a separate project cost.
6. VIDYA VIKAS INSTITUTE OF ENGINEERING & TECHNOLOGY acknowledges that Shriram Value is first and sole owner of all Programme "copyright" and shall retain intellectual rights of all Programme(s).
7. Upon booking of the programme, an advance payment of 50% must be sent along with the list of participants.
8. The invoice will be charged on number of students booked. The payment of the invoice must be cleared in 7 days after completion of the programme.
9. On exception basis only 1 day extension of the programme will be permitted in case of any strike/incident. VIDYA VIKAS INSTITUTE OF ENGINEERING & TECHNOLOGY will bear the cost difference of Travel arrangements as well as stay of the Shriram L&D Solutions team. Any further delay other than 1 day will be charged extra @ Rs. 17000/day/Session to the VIDYA VIKAS INSTITUTE OF ENGINEERING & TECHNOLOGY in addition to the programme fees, travel and stay charges of the Shriram team.
10. No modifications, changes or alterations may be made to Programmes or any part thereof, directly or indirectly, without Shriram Value's prior written consent.
11. Should VIDYA VIKAS INSTITUTE OF ENGINEERING & TECHNOLOGY choose to cancel Programme after booking or after commencement, VIDYA VIKAS INSTITUTE OF ENGINEERING & TECHNOLOGY agrees to pay Shriram Value 35% of the final fees if the



cancellation occurs before commencement; 50% of the final fee if cancellation occurs within commencement of 1 day; and 100% of the final fee if cancellation occurs after 1 day commencement.

12. VIDYA VIKAS INSTITUTE OF ENGINEERING & TECHNOLOGY agrees to provide all Logistics for the programme, which includes LCD Projector, Venue, and Tools, 3rd. AC Train Travel cost from and to Chennai and Stay arrangements for the facilitators in connection with the any work/program during their stay. The booking of tickets and stay arrangements will be handled by the VIDYA VIKAS INSTITUTE OF ENGINEERING & TECHNOLOGY.
13. Terms become effective upon the confirmation by mail or writing.
14. All payments will be in favor of "Shriram Value Services Pvt. Ltd.

