

SHORT TERM COURSES – 2021-22

NAME OF THE COURSE – 21st Century Workplace skills (X - Billion Skills Lab)

DURATION OF THE COURSE – 50 Hours

PROGRAM CONTENT (SYLLABUS):-

- 1) Personal Branding
- 2) Building and Maintaining Formats
- 3) Taking and Giving Critical Feedbacks
- 4) Building a good professional profile for placements
- 5) Understanding and Dealing with different people and their mindset