



EMPLOYMENT COMMUNICATION : A LAB BASED COURSE

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TYPE OF COURSE : Rerun | Core | UG**COURSE DURATION** : 8 weeks (18 Jan' 21 - 12 Mar' 21)**EXAM DATE** : 21 Mar 2021

PRE-REQUISITES : Must be enrolled in the UG Course & preferably in the Final year of their Course of study

INTENDED AUDIENCE : All Final year UG level students of the Engineering, Humanities, Science, Commerce, Management disciplines preparing for Employment to join the workplace

INDUSTRIES APPLICABLE TO : Most Private and Government Companies (including Maha-Ratna, Mini-Ratna & Nava-Ratna), Private concerns , and companies in PPP mode

COURSE OUTLINE :

Employment Communication: A Lab based course is intended as Finishing School for Undergraduate students of Colleges / Professional Institutes who are soon to join the workforce. It is possible that some of these students might have completed Courses or trained on Professional Communication / Soft / Communication Skills, the fact is that there is still a genuine need for intensive practice so as to put up a stellar performance during the three stage process of Employment Communication. In the first stage (CV writing) students will be trained to write impressive CVs aimed to grasp the attention of organizations / employers they would like to work with. In the 2nd phase, students will be taught the basics strategies of cracking Group Discussions (GDs) to demonstrate their Team working abilities; and also that they can emerge as leaders while still maintaining the Group /Project goals of the organizations. In the third and final stage, post a short & lucid theoretical lecture on how to tackle Interview Questions, students will undergo practical Personal Interview Sessions so as to get a feel of the real scenario and reduce the fear factor. In conclusion, the objective of the proposed course (on Employment Communication: A Lab based course) is to prepare students to effectively train & confidently prepare to enter the workplace.

ABOUT INSTRUCTOR :

Prof. Singh joined the IIT Kharagpur as an Assistant Professor (English) during 2003 December. Prior to that I worked for seven years in the Royal University of Bhutan as Senior Lecturer in English. Set against this background, I diversified further and guided Research Scholars in Managerial Communication, Indian Writing in English, and Subaltern Literature. In 2007 December, I floated the PG Core Course on English for Thesis Writing which is now the compulsory for all PhD Research Scholars & MS students as well. Apart from the regular UG core course on English for Communication, I also engaged with the PGDBM & PGDBA students of the VGSOM, IIT Kharagpur. I am connected with the recruitment process at the Staff Selection Commission, Eastern Region Kolkata, as well as the Rajya Sabha, Parliament of India.

COURSE PLAN :

Week 1: Course Introduction & Verbal Communication

Week 2: Non Verbal Communication & Cross Cultural Communication

Week 3: Body Language & Listening Skills

Week 4: The Employment Process & CV Writing

Week 5: The Cover Letter, CV Writing Lab & Group Discussions (GDs)

Week 6: Group Discussion (GD) Lab & Introduction to Interviewing

Week 7: Personal Interviews (PIs) & PI Practice Lab

Week 8: PIs, Student Speak, & Course Wrap-up