

## **SPECIAL TRAINING SERIES ON RESUME WRITING SKILL DEVELOPMENT**

Under the Skill and Personality Development  
Program(SPDC) Scheme, AICTE, New Delhi.

**(Funded by AICTE, New Delhi)**



**Training Dates** : **14<sup>th</sup> Oct. 2022**

**Timing** : **2.00 – 4.00 pm**

**Venue** : **Phalguni Seminar Hall**

The SPDC is sponsored by AICTE under the scheme AICTE Quality Improvement Scheme (AQIS). The broad objective of the scheme is to provide opportunity to SC/ST students in the Institute to reorient and empower themselves in the light of emerging employment opportunities at all levels. The scheme will provide training, support and guidance for underprivileged engineering and diploma students of various disciplines to enhance their skills with help of modules on communication, personality development and proficiency in English language.

### **About the Training Program**

This series of training program aims to train the students in skills like personality development and soft skills to strengthen their personal/employability skills for industrial employability opportunities. The training will facilitate the students to enhance their skills in emerging areas to match industry expectations and make them emerge as successful candidates for employment opportunities and other professional challenges.

### **Topics Covered**

Improving written communication such as Emails Text messages , Blog posts, Business letters, Reports, Proposals, Contracts, Job descriptions and Bulletins.

### **Target Audience**

It is mandatory for all SC/ST students of all the branches to attend this series of training program. Any interested students can attend this training program.

### **Contact Details**

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### **Schedule**

**Time: 2.00 – 4.00 pm**

**Date : 14th Oct. 2022**

**Topic: Resume Writing Skill – Batch -II and III**  
**Resource Person:** Dr. Vishwanath, Department of Humanities, NMAM Institute Technology. Nitte