

**DEPARTMENT OF COMMERCE  
OFFERS  
VALUE ADDED COURSE  
ON**

**Title of the Course: “Presentation Skills and Professional Ethics”**

**Course Outcome:**

**After completion of the Course the learners will be able to -**

- (i) Understand the basics of presentation skills, report writing, how to make effective power point presentation.
- (ii) Imbibe the traits of social, table and grooming etiquettes which will assist them in shaping their personality with confidence.
- (iii) Inculcate the culture and adopt the ethics required to be a true professionalism in the corporate world.
- (iv) Experience hands-on-learning with respect to drafting of effective resume.

**Syllabus (in short):**

**MODULE 1: PRESENTATION SKILLS**

**(15 Hours)**

- Preparation of presentation What, how, for whom, structure, principles and presentation technique, Report Writing, Developing Effective Power Point Presentation Skills. (Sales Presentation, Training Presentation etc.)
- Communication skills-Body language -Verbal and Non-verbal, Dress code for interviews & different occasions, Corporate Grooming Etiquettes, Table Etiquettes in multicultural Environment
- Drafting Resume and Networking, Mock Interview

**Module 2: PROFESSIONAL ETHICS**

**(15 Hours)**

- Professional Ethics- Profession and Professionalism commitment, honesty, accountability, Professional integrity, transparency, confidentiality, objectivity, respect, obedience to the law and loyalty.
- Relationships & Management – Relationships with family, Friends and colleagues, Importance of Team building, Time Management 3Qs-conflict management.
- Safety Social Responsibility and Rights: Safety and Risk, moral responsibility of engineers for safety, case studies – Bhopal gas tragedy, Chernobyl disaster, Fukushima Nuclear disaster, Professional Rights, Gender discrimination, Sexual harassment at work place.

**Names of Resource persons: Mr. Siddhesh Sawant**

**Duration of the course: (i) 03 Months (Total 30 Hours) (ii) No. of hours per week: 03**

**Fees for the course**

- Fees for College student: Rs. 1200/- (inclusive GST)
- Fees for outsider: NA

**Name of Coordinator/ Teacher In-Charge:**

**Mr. Siddhesh Sawant**

**Contact No: 9930850552**

**SCAN TO REGISTER FOR THE COURSE**

