



Embark on the Journey

BASICS

- Occupational Health & Safety
- Basics of accounting, costing and taxation a refresher
- Understanding on commercial transactions
- Awareness of functions and functional requirements in manufacturing and service industry.
- Finance, costing and taxation for non finance background
- Statues for factory and business

SELF DEVELOPMENT

- Self Confidence, self esteem, stage bearing
- Art of report writing, CV writing & e-mail writing
- Communication skills
- Positive Attitude

PROFESSIONAL DEVELOPMENT

- Business English
- Business Etiquettes
- Time management
- Group discussion & interview techniques
- Team Work
- Personality / grooming
- Quality Tools
- ISO standards - ISO-9001, 27000, 45000, 50000;OHSAS18001
- Presentation Skills
- Supervisory Skills
- Ability to accept and learn from criticism
- Stress Management
- Flexibility/Adaptability
- MS Office, Google Apps
- Data analysis & Creating graphs
- Statistical tools , SPC

INDUSTRY, BUSINESS ESTABLISHMENT PROJECTS


- Industry exposure in 3-5 industries
- One week training at Bosch Nashik
- Industry problem solving tools
- Project




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