



# DSG Enterprise

Supported By  
Digital Indian Business  
Solutions Pvt, Ltd.

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## Certificate Course in Soft Skill

### Objective of the Course: Soft Skills and Communicative English

This program is mainly aimed at value add to any technical qualification, which help the students to acquire competence to secure jobs in any area related to IT & ITES & in other service industries. In this program modules like Soft Skills comprising of Personality Development, Interview facing techniques etc. along with Communicative English is included. This course would help students to groom their personality, improve upon spoken English, and techniques to face for job, this course can be taken by anyone willing to improve the said traits.

### Learning Outcomes:

After the completion of course, the students will be able to:-Improve their soft skills and English Speaking ability.

**Minimum Eligibility:** 10th Pass, more topics can be covered based on candidates requirement.

### Outline of Course

S. No	Topic
1.	Entry behavior evaluation, Introductory Module on Personality
2.	Module on Active Listening
3.	Telephone handling Techniques
4.	Presentation and speech giving techniques
5.	Module on Office Etiquette