



**Shyama Prasad Mukherji College For Women**  
**University of Delhi**  
**Digital Initiatives for Advancement of Learning**  
**in collaboration with**  
**Evercore Consultants**  
**introduces**

**Add-on Online Certificate Course 2020**  
**Employability & Soft Skills**<sup>on</sup>

**Course Duration: 60 Hrs**

**OPEN TO ALL STUDENTS OF SPM COLLEGE**



**Last date for Registration : 25 July, 2020**

**Registration fee: 2000 INR (inclusive of GST)**

**Early Bird Discount Fee: 700 INR (if registered by 20 July, 2020)**

**Registration Link: <https://tinyurl.com/SPMC2020>**

**For more information visit college website: <http://spm.du.ac.in>**



## WHY DO YOU NEED TO LEARN ABOUT EMPLOYABILITY SKILL ?

The gap between being qualified and getting the job (and keeping it) depend on your Employability Skills also known as soft skills.

**It has been observed, the employers would spend time and resources in training the joinees in job specific skills be it a certain software or operating a machine or anything which is a specific requirement to do the job efficiently. However, they would want you to bring with you some skills to work which helps you be more efficient, cohesive and bring positive synergies to the work**

Your qualifications may get you an interview for a desired profile but you need some skills acquired over time to get a career of your choice. To broadly classification these Employability Skills or Soft Skills can be in the areas of:

### 1. INTERPERSONAL SKILLS:

These skills allow you to work well with others, it is important to build a good rapport with people in your team and your employers. To achieve this you need Communication skills, Emotional Quotient, Influencing/Negotiating skills, Problem Solving skills just to name a few.

### 2. DEPENDABILITY:

A very important skill which requires you to develop some crucial personality traits like being Emotionally Aware, Ethical, Creative and Self-motivated. These skills will help you remain balanced and give the mental toughness required to traverse the challenging corporate terrain.

### 3. OPEN TO LEARN NEW THINGS:

Adaptability and flexibility are important to survive in a diverse and dynamic work environment. It is always helpful to be nimble footed this helps you to develop and prepare you to take on challenges head on.

## ❖ **ABOUT THE CERTIFICATE COURSE**

Through this 40 hours online certificate course, designed specifically for all the aspiring students, we shall share our insights into the competitive job world and guide on how to enter and survive it.

## ❖ **WHO CAN ATTEND THIS COURSE**

Any undergraduate or postgraduate student belonging to any field affiliated to any College/University/Institute of India can join this course.

## ❖ **CERTIFICATE**

A ‘**Certificate of Completion**’ will be awarded to every participant on the successful completion of the course

# ASHUTOSH SHARMA



- ❖ MBA Finance
- ❖ Currently, working as a Promotor and a Financial Consultant at Evercore Consultant.
- ❖ With an experience of 13 years as an with companies like Kotak Mahindra, IDFC and Sundaram Finance, undertaking countless hours of Product training sessions for bankers at private banks like Citi Bank, Standard Chartered, Development Bank of Singapore, Kotak Mahindra Bank and many more.
- ❖ Currently engaged in Financial and Investment Consulting, Financial Training for Garhwal Rifles at the Lansdowne, Uttarakhand Army base.
- ❖ Educational consulting,
- ❖ Having International exposure in finance including project work at London School Of Economics
- ❖ MBA Finance 2008 Indian Institute of Planning And Management
- ❖ Bcom Hons 2006 University of Delhi (S.G.G.S.C.C)
- ❖ Certified Financial Consultant from AMFI ( SEBI approved)

# CA PANKAJ GOEL

- Director of own company PA Business consulting Pvt limited
- Currently, Financial Management Specialist for ADB Funded Assignment for Tamil Nadu and Team Leader for State of Jharkhand for Revenue Augmentation.
- Chartered Accountant with Master of Commerce degree and M.Phil. Degree in Finance. with 20 years of experience in the Financial Management, urban infrastructure financing, providing technical assistance to Private and government organizations, capacity building and training assistance and 3 years (Article ship) of experience in Income Tax, Statutory and Tax audits.
- Previous experience of working with esteemed Consulting Firm: Ernst & Young (P) Limited and also Taught in University of Delhi as Assistant Professor.
- Previous experience of working multilateral agencies like World Bank, Asian Development Bank, Department for International Development.
- Previous experience of working with clients such as the Ministry of Urban Development, and the Ministry of Housing and Urban Poverty Alleviation, Government of India; was part of team designed Smart City Guidelines



2003

•M.Phil. (Finance),  
Delhi School of  
Economics  
University of Delhi

2002

•Chartered  
Accountancy,  
Institute of  
Chartered  
Accountants of India

1999

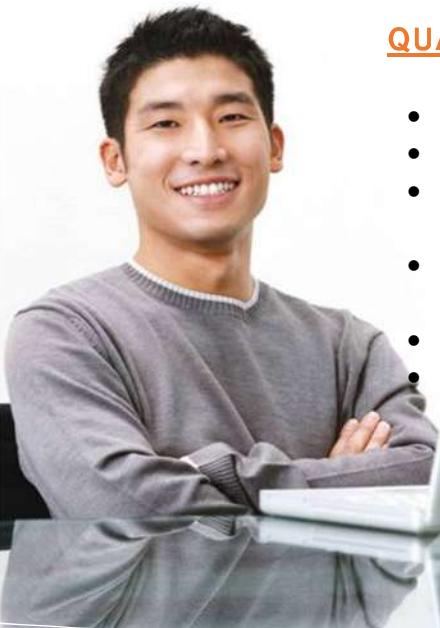
•UGC-Net

1999

•M.Com, Delhi  
School of  
Economics,  
University of Delhi

1997

•B. Com (Hons), Sri  
Ram College of  
Commerce,  
University of Delhi



## COURSE MODULES

- **MODULE 1: Qualitative Employability Skills, Duration 12 Hours**
- **MODULE 2: Quantitative Employability Skills, Duration 10 Hours**
- **MODULE 3: Leadership and Entrepreneurship, Duration 8 Hours**
- **MODULE 4: Public Speaking, Duration 10 Hours**

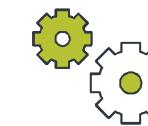
### MODULE 1 QUALITATIVE EMPLOYABILITY

Future of work trends post Covid 19

- Employability Skills
- Effective Communication
- Understanding Emotional Intelligence
- Conflict Resolution and Mediating Skills
- Team Work
- Decision Making and Problem Solving

### MODULE 2 QUANTITATIVE EMPLOYABILITY

- Learning & Self development
- Delivering great presentations
- Writing Skills
- Resume Writing
- Group Discussion



### MODULE 3 LEADERSHIP AND ENTREPRENEURSHIP

- Leadership and case studies
- Entrepreneurship and case studies



### MODULE 4 PUBLIC SPEAKING

- Introduction
- Know your Audience
- Purpose of speech
- Content Development
- Making an effective PPT
- Conquering fear of public speaking
- Preparation
- Delivery
- Handelling questions



**TIMINGS FOR ONLINE CLASSES**  
**SAT-SUN | 10-12PM**

# ORGANISING TEAM



## PATRON

### PRINCIPAL

DR. SADHNA SHARMA

## COORDINATORS

DR. VIRENDER YADAV  
DR. PRABHA RANI

## CONVENER

DR. VIJAY KUMAR