# CVEOM 104
## Skill Component (Workshop)

Sample Topics are given below-

- ✓ Introduction to Communication, Effective Communication tips, Levels & Process of Communication, Barriers to Communication
- ✓ Non-verbal Communication, Body Language- for Interviews
- ✓ Listening Skills, Developing effective listening skills, Barriers to effective listening skills.
- ✓ Reading Skills- Previewing, Skimming, and Scanning techniques.
- ✓ Improving comprehension skills
- ✓ Writing Skills, Use of appropriate diction, Tips and guidelines for writing
- ✓ Technical Writing, and Proposal Writing, Basics of Report Writing, and Letter Writing
- ✓ Bio-data, CV and Resume, Telephone and E-Mail Communication
- ✓ Modern Office and its Functions, Mailing Services
- ✓ Text Editor (MS Word)- (saving text, copy and cut (move), finding a particular pattern, Inserting objects, etc.
- ✓ Spreadsheet (MS Excel)- (MS Excel interface, working with Work Book, merging of cells, Inserting, and entering data)
- ✓ MS Power point- I (PowerPoint interface, Different types of Views, etc.)
- ✓ MS Power point- II (inserting Slides, and Creating a new Presentation, Applying Design Templates, custom animation, slide transition, etc.)
- ✓ Basics of Internet (Connecting to the Internet, Computer Networks, URL, Search Engines, etc.)
- ✓ E-Office Management tools, Managing Office meetings, Notice, Agenda, Resolutions, Minutes and confirmation of the Minutes, etc.
- ✓ Human Perceptions, and understanding People, Types of Soft Skills, Self-Management Skills, and aiming for Excellence.
- ✓ Developing Potential and Self-Actualization, Need of Spiritual Intelligence, and Leadership Skills, SWOT, Strategic planning and Decision making, Conflict Resolution Skills, Team Building, Importance of human relation, and Work Ethics & work culture
- ✓ Characteristics of a healthy culture,
- ✓ Business Ethics, and environmental challenges, Life skills and vocational skills, Future prospects of vocational education
- ✓ Skill development initiatives by govt. of India, Behavioural Skills, and Personality development, Types of personality, traits of personality, and Emotional intelligence (EQ)
- ✓ Zeigarnik effect For Productivity and Personal Growth
- ✓ Stress Management (Types of Stress, Self-Awareness about Stress)
- ✓ E-File Management tips, and E-Governance: An Introduction, Benefits of E-governance
- ✓ Text Editor (MS Word)- II (bullets and numbering, working with fonts, page break, header and footer, page setup, managing Tables, etc.)
- ✓ Introduction to Spreadsheet (MS Excel)- II (functions & formulas, Modifying sheets, Analyzing data, sorting and Filtering Data, etc.)
- ✓ Introduction to Google Sheets, Google docs, Google Slides, and Google Drive)
- ✓ Creating discussion forum, Blogs, and Newsgroup, Google Forms, Create your form or quiz, Choose settings and preview, etc, E-Office Management tools, i.e. photos, Digilocker, etc., Data Security- Challenges and issues
- ✓ Basics of E- Banking, i.e. Internet Banking, Mobile banking, Virtual banking, E-payments, Cards, etc.