

ISO 9001: 2015



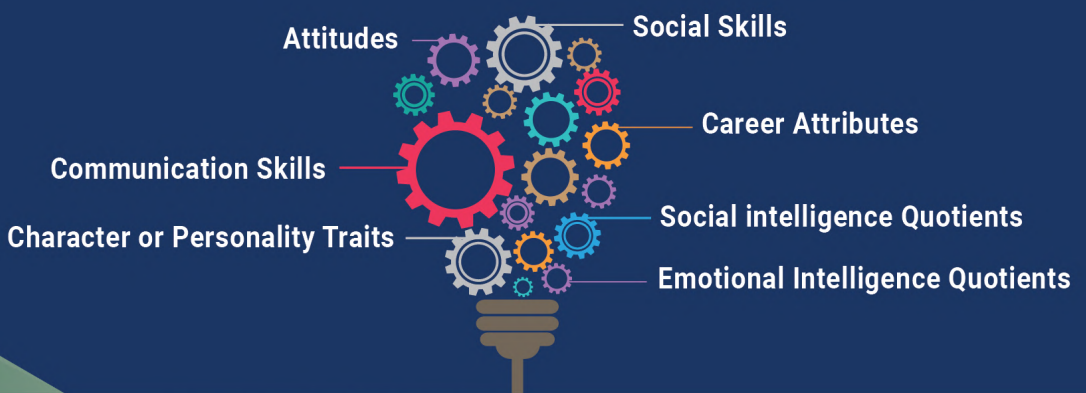
NCVT

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NCVT Hr. Consultant Life Skills - Enhancement Program

What is the Soft Skill?

Soft skills are a combination of people skills, social skills, communication skills, character or personality traits, attitudes, career attributes, social intelligence and emotional intelligence quotients, among others, that enable people to navigate their environment, work well with others, perform well, and achieve their goals with complementing hard skills.



Top 10 Soft Skills

<p>01</p> <p>Communication Oral speaking capability, written, presenting, listening, clear speech & writing</p>	<p>06</p> <p>Positive Attitude Optimistic, enthusiastic, encouraging, happy, confident</p>
<p>02</p> <p>Courtesy Manners, etiquette, business etiquette, gracious, says please and thank you, respectful</p>	<p>07</p> <p>Professionalism Businesslike, well-dressed, appearance, self-confident</p>
<p>03</p> <p>Flexibility Adaptability, willing to change, lifelong learner, accepts new things, adjusts, teachable</p>	<p>08</p> <p>Responsibility Accountable, reliable, gets the job done, resourceful, self-disciplined, wants to do well, conscientious, common sense</p>
<p>04</p> <p>Integrity Honest, ethical, high morals, has personal values, does what's right</p>	<p>09</p> <p>Teamwork Cooperative gets along with others, agreeable, supportive, helpful, and collaborative</p>
<p>05</p> <p>Interpersonal Skills Nice, personable, sense of humor, friendly, caring, empathetic, has self-control, patient, sociability, warmth, and social skills</p>	<p>10</p> <p>Work Ethic Hard working, willing to work, loyal, initiative, self-motivated, on time, good attendance</p>

Message from The Director – Mr. Niketan Singh Lakum - neo@neotechnologies.co.in



In Holistic Sense, overall Education System at any level such as primary, secondary, graduation or higher are mostly follows Listening, writing, memorizing practices. Incapability to express or speaking in right content and presentation are seen biggest hurdles in starting or growing into the successful career.

When Reading, Writing, Speaking, Thinking & acting are aligned, you become the Super Human.

85% of your financial Success comes due to your personality and ability to communicate, negotiate, and lead. Shockingly, only 15% is due to technical knowledge.



This NCVT Designed Soft Skill Program is for you, if any of below Questions is troubling you

- Are you struggling for a Break?
- Do you feel Nervous when it comes to debate?
- Why most of the beginner finds them mediocre when it comes to apply for an interview?
- How to face interviews right way?
- How to impress Technical & Human Resource Interview Rounds?
- How to understand industry? It's right and wrong.
- How to build Portfolio and express it
- Are you feeling disconnected with your profession?
- Are you finding it difficult what to expect from your career?
- Do you feel you can do better than this?



**NCVT Soft Skills Program – NSS
10 Days & 20 Hours**

Sr.	Session Per Day	Hours
1.	Communication Skills & Personality Development	2 Hours
2.	Portfolio Development	2 Hours
3.	Corporate , work & life ethics	2 Hours
4.	CV Writing, Formal E Mail & Job Application writing, Tele Communication	2 Hours
5.	Pre Interview Preparations	2 Hours
6.	Interview appearance & negotiations	2 Hours
7.	Interview FAQs – Hr. & Technical	2 Hours
8.	Job Acceptance Documentation & Formalities	2 Hours
9.	Interpersonal Skills & Professionalism	2 Hours
10.	Fixing priorities & moving ahead forward with the life and career	2 Hours

