

PRE PLACEMENT TRAINING PROGRAM



UNIVERSITY COUNSELING & GUIDANCE CENTRE,
JAMIA MILLIA ISLAMIA

in association with



YOUTH EMPOWERMENT SERVICES, YES

*It requires more than a degree to get a Job
Learn*

How to be Employable, Marketable & Successful

The main aim of this Training is to prepare you for:

- **Writing CVs and Cover Letter**
(Small things that make a big difference)
- **Reach your Prospective Employer**
(Shortlist, Apply, Follow- up for fixing Interview)
- **Facing Group Discussion**
(Let's polish our interpersonal skills)
- **Facing Interviews**
(Tip the odds in your favor)
- **Handling Subject specific Aptitude Tests**

(Get yourself prepare to hit an Aptitude test)

- **Mock GDs and Interviews**
(Individual assessment & training)

Pre Placement Training Program

Program Details:

Duration: 2 Days

Timings: 03:00 to 06:00 pm

Venue: Committee Room. Nehru Guest House, JMI.

No. of Seats: 50

Registration:

Process: Interested students need to register through:

- Visiting in person at University Counseling & Guidance Centre, 1st Floor, Near Old Library Building, Jamia Millia Islamia.
- Through a request e-mail at ucgcjmi@gmail.com or info@yes.org.n including the following details:
 - Subject: Employability Skills Training Program
 - Name
 - Father's Name
 - Age & Gender
 - Course of Study (including year)
 - Address

Selection:

In first batch preference shall be given to the students those who are in final year of their courses. Rest would be enrolled for the second batch.

Note: Students who have appeared in their final year examinations this year can also apply.

Important Dates:

Registration dates: 25th Feb to 10th March '12

Commencement of Course: 16th March '12

For Inquires & other details:

Call: 011-26983382 / 65153554

E-mail: ucgcjmi@gmail.com / info@yes.org.in