

**DEPARTMENT OF BUSINESS ADMINISTRATION
ADD ON SYLLABUS – PLACEMENT ORIENTATION PROGRAMME
VBBAPOP009**

Module 1

Self-Awareness and Self-Management -Identify career personality types-Identifying personal values, interests, personality, strengths -Profiling of career interests, work skills and work values.

Module 2

Resume writing – types of letters-biodata preparation-covering letters-mailing a resume.

Module 3

Group discussion – Introduction to GDs, Tips for effective GD's-Do's & Don'ts in GD - Practical sessions on group discussion.

Module 4

Interview skills- Etiquettes in interview – essentials for effective interview process- gestures and body languages in interview – mock interviews.

Module 5

Career goal setting – identification of employment opportunities- selecting right education stream – career guidance-interest and competencies.



CAMPUS

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