

**Be a CMA, Be an Enabler for SELF-RELIANT INDIA**

## **CAMBRIDGE UNIVERSITY PRESS - SOFT SKILLS & EMPLOYABILITY SKILLS**

**EME**



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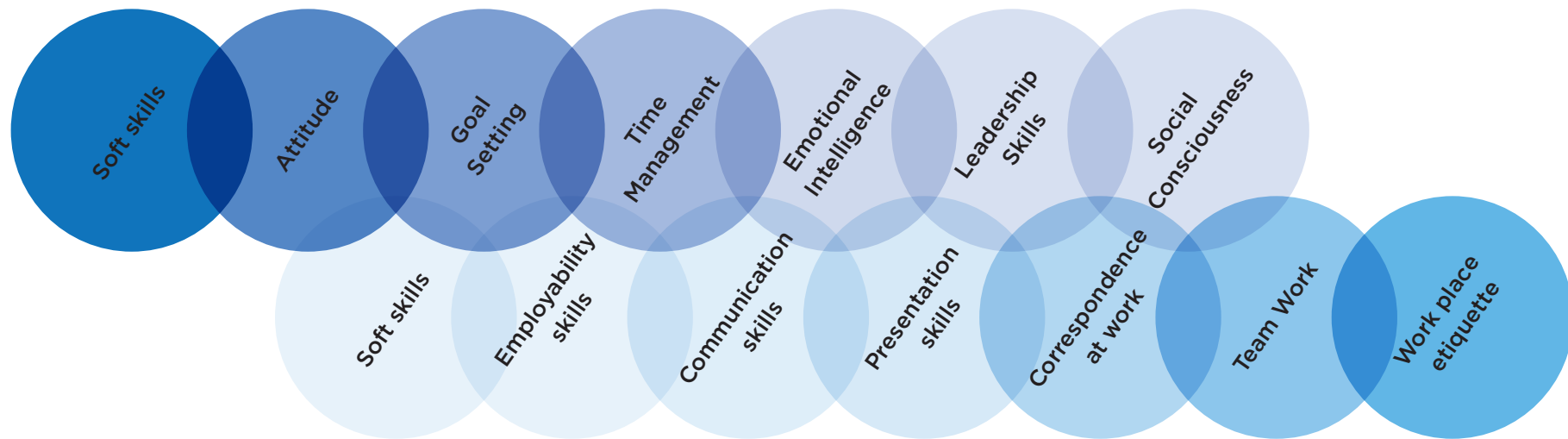
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## TOPICS COVERED

The right synergy ...

14 topics covering all skilling requirements for a new-age work force



Topic-wise  
Work Sheets



Sample formats  
for reference



Task Based  
Approach



Psychometric  
assessments

# APPROACH

## Defined Learning Goals

### Employability Skills

*'Success occurs when opportunity meets preparation.'*  
— Zig Ziglar

#### Learning Goals

- In this unit, you will learn
- what employability skills are
  - how important these skills are
  - how to raise your employability quotient.

## Evaluation

### 1 Audit your personal attributes or qualities, skills and weaknesses.

Here is a sample list to choose from:

honesty patience duty-consciousness promptness courteousness  
teamwork sense of responsibility teamwork openness to others' ideas

## Fact Sheet

### Transition from education to employment

The transition from formal study to the world of work can be daunting if you are unaware of how to go about it. It is useful for you to begin planning for the transition right away, even while you are in college.



## Experiential Approach

### Preparing a road map for employment

How aware are you about the employment opportunities in your domain? For example, imagine that you are studying Hotel Management. What are the job profiles that you could plan for?

There are four main divisions in Hotel Management: Front-Office Management, Food and Beverage Services, Food-Production Services and Housekeeping Services. You would have to weigh the pros and cons of each specialisation, as well as your own interests and abilities in a specific domain, to decide on the career path you want.

## Concept

### Preparing for employment

In preparing for employment, first make a good assessment of yourself. What are your strengths and weaknesses? Consider your personal attributes and competencies. These would be the employability skills that employers are looking for. Are you self-confident, honest, friendly, punctual and hard working? Do you have good interpersonal communication skills, effective time-management

## Guided Concepts

### Getting ready for the selection process

Now that you have identified the job and the industry you want to join, what is the next step for you? It is to prioritise your plan and take timely action to make the grade. It is normal to expect three to four rounds of the selection process to get a good job. You must prepare well for all these steps.

The first stage in the recruitment process is normally a scrutiny of your CV.



## BENEFITS TO STUDENTS

- Knowledge / Training on the practical tools
- Better prepared to face the world after training
- Unique Soft Skills and Employability skills which is not provided anywhere else
- Smooth transition of Campus to Corporate
- Effective self learning material which is good reference material
- Certificate from world renowned Brand
- Bridges the gap between Campus and Corporate
- Easy access to content and assessments
- Flexible learning
- Edge over others

### World Class **Employability** and **Techno Skill Development** Training Facility



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