EMPLOYMENT COMMUNICATION
A LAB BASED COURSE

COURSE OUTLINE:
Employment Communication: A Lab based course is intended as Finishing School for Undergraduate students of Colleges / Professional Institutes who are soon to join the workforce. It is possible that some of these students might have completed Courses or trained on Professional Communication / Soft / Communication Skills, the fact is that there is still a genuine need for intensive practice so as to put up a stellar performance during the three stage process of Employment Communication. In the first stage (CV writing) students will be trained to write impressive CVs aimed to grasp the attention of organizations / employers they would like to work with. In the 2nd phase, students will be taught the basics strategies of cracking Group Discussions (GDs) to demonstrate their Team working abilities; and also that they can emerge as leaders while still maintaining the Group / Project goals of the organizations. In the third and final stage, post a short & lucid theoretical lecture on how to tackle Interview Questions, students will undergo practical Personal Interview Sessions so as to get a feel of the real scenario and reduce the fear factor. In conclusion, the objective of the proposed course (on Employment Communication: A Lab based course) is to prepare students to effectively train & confidently prepare to enter the workplace.

ABOUT INSTRUCTOR:
Dr. Singh joined IIT Kharagpur as an Assistant Professor (English) in 2003 December. Prior to that she worked for seven years in the Royal University of Bhutan as Senior Lecturer in English. Set against this background, she diversified further and guided Research Scholars in Managerial Communication, Indian Writing in English, and Subaltern Literature. In 2007 December, she floated the PG Core Course on English for Thesis Writing which is now the compulsory for all PhD Research Scholars & MS students as well. She is connected with the recruitment process at the Staff Selection Commission, Eastern Region Kolkata, as well as the Rajya Sabha, Parliament of India. Currently, she is Associate Professor of English at the Department of Humanities & Social Sciences where she teaches, trains, and researches in Soft Skills.

COURSE PLAN:
- Week 01: Course Introduction & Verbal Communication
- Week 02: Non Verbal Communication & Cross Cultural Communication
- Week 03: Body Language & Listening Skills
- Week 04: The Employment Process & CV Writing
- Week 05: The Cover Letter, CV Writing Lab & Group Discussions (GDs)
- Week 06: Group Discussion (GD) Lab & Introduction to Interviewing
- Week 07: Personal Interviews (PIs) & PI Practice Lab
- Week 08: PIs, Student Speak, & Course Wrap-up

TYPE OF COURSE: New | Elective | UG/PG
INTENDED AUDIENCE: Anyone can take this
COURSE DURATION: 8 weeks (25 Feb’19 - 19 Apr’19)
EXAM DATE: 28 April 2019