



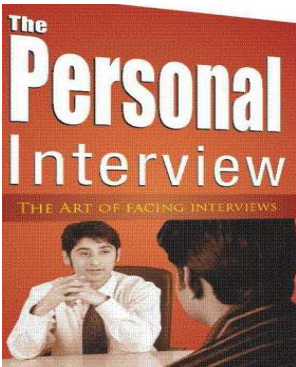
GLOBALedge Training Academy

Computer Training - Content Creation & Translation - Soft Skills Development - Recruitment & Career Guidance- Corporate Services
Erode & Coimbatore.

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ONE-DAY WORKSHOP ON

ALL ABOUT INTERVIEWS & GROUP DISCUSSIONS



If you are a college student looking for a training on ATTENDING INTERVIEWS & WINNING IN GROUP DISCUSSIONS, visit SYNERGY.

At SITM, we provide an excellent one day workshop on "All about Interviews & Group Discussions" which will guide you to a successful interview / Group Discussion.

TOPICS & AGENDA

Session - 1 - Writing a right Resume

- How many pages you can write?
- How simple your career objective could be?
- How to mention your skill sets?
- How does your e-mail ID score you a mark?

Session - 2 - Sending your resume and application by post / e-mail.

- Importance of covering letter
- Rules to be followed while sending your resume by e-mail

Session - 3 - Preparing for the Interview

- Knowledge about the company which has called you for interview
- Product knowledge and industry knowledge
- Methods to answer and right to say "Sorry, I don't know"
- What you need to ask / observe during an interview

Session - 4 - Participating in Group Discussions

- Golden Rules of any Group Discussion
- How to be assertive but not aggressive in a GD.

FURTHER INFORMATION:

- **Number of participants is restricted to 20.**
- **This being a workshop, participants need to perform certain tasks during the programme.**
- **We will not teach you mere theory. Practical tools for implementation will be discussed.**
- **We will provide a course booklet to all participants for future reference.**
- **An interactive and live session is assured and you will have a better ROI.**

For further details please contact: 94434 98027

visit us: <http://globaledge5.wordpress.com>

Training can be conducted in any part of Tamilnadu. Existing training institutes / associations / clubs / schools / colleges or interested individuals who prefer to join hands with us can contact us to know further information.