KRAYDE™

SIMPLY PERFECT

SYLLABUS FOR ENGINEERING EDGE

BY

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MODULE 1
PROFESSIONAL ETIQUETTE AND COMMUNICATION SKILLS

Major topics covered:

1. Business communication (written, verbal and non-verbal)
2. Presentation skills
3. Email etiquette
4. Time management and organizational skills
5. Interpersonal skills and team dynamics
6. Conflict resolution and problem-solving

Day 1: Introduction to Business Communication
- Importance of effective communication in the professional world
- Differences between formal and informal communication
- Understanding the target audience and tailoring messages accordingly

Day 2: Written Communication
- Writing professional emails and formal letters
- Formatting and structuring business documents
- Proofreading and editing techniques for error-free communication

Day 3: Verbal Communication and Presentation Skills
- Public speaking tips and techniques
- Overcoming stage fright and building confidence
- Structuring and delivering impactful presentations

Day 4: Non-Verbal Communication
- Understanding body language and its impact on communication
- Interpreting non-verbal cues in professional settings
- Using non-verbal cues to enhance communication effectiveness

Day 5: 1) Email Etiquette
- Best practices for composing professional emails
- Managing email threads and avoiding unnecessary replies
- Handling confidential information and attachments

2) Time Management and Organizational Skills
- Techniques for effective time management
- Setting priorities and creating to-do lists
- Organizing workspaces for increased productivity

Day 6: 1) Interpersonal Skills and Team Dynamics
- Importance of teamwork in the workplace
- Building effective working relationships with colleagues
- Resolving conflicts and promoting a harmonious work environment

 2) Active Listening and Feedback
- Developing active listening skills for better comprehension
- Providing constructive feedback to peers and subordinates
- Receiving feedback positively and implementing improvements

Day 7: Problem-Solving and Decision Making
- Approaches to problem-solving in professional scenarios
- Identifying root causes and generating viable solutions
- Rational decision-making techniques for critical situations

Day 8: 1) Emotional Intelligence in the Workplace
- Understanding emotional intelligence and its impact on career growth
- Managing emotions and stress in challenging situations
- Empathy and its role in fostering a supportive work culture

2)Cross-Cultural Communication
- Navigating cultural differences in a diverse workplace
- Avoiding cultural misunderstandings and misinterpretations
- Adapting communication styles for international interactions

Day 9: 1)Networking and Building Professional Relationships
- Importance of networking for career development
- Strategies for effective networking in-person and online
- Maintaining and nurturing professional relationships over time

 2) Ethics and Integrity in Communication
- Upholding ethical standards in professional interactions
- Handling confidential information and conflicts of interest
- Communicating transparently and truthfully

Day 10: Mock Presentations and Communication Exercises
- Participants showcase their improved communication skills and presentation abilities through mock sessions
- Individual feedback and guidance provided for further refinement

The above module spans over a period of 10 days, with each day dedicated to specific topics and skills essential for developing professional etiquette and communication proficiency. The training is designed to be highly interactive, with practical exercises, International trainers, role-plays, and real-life scenarios to ensure the participants gain a comprehensive understanding and hands-on experience in applying the concepts. Through this module, Engineering students will acquire the communication and interpersonal skills necessary to excel in their academic and professional pursuits, making them well-rounded and successful engineers in the any industry.

MODULE 2
PREPARING FOR PLACEMENT EXAMS (SESSIONS BY SUBJECT MATTER EXPERTS).

Duration (10 days)

1) Aptitude Test Preparation:

1) Review and practice of basic mathematical concepts, including geometry, areas, volumes, and time and distance problems.
2) Cognitive ability and logical reasoning exercises to enhance problem-solving skills.
3) Language-based grammar and comprehension practice to improve communication skills.

2) Competitive Coding Practice:

1) Introduction to competitive coding and its importance in technical assessments.
2) Hands-on coding exercises to familiarize students with common coding patterns and techniques.
3) Focus on array traversal, sliding window problems, and other fundamental coding concepts.
4) Strategies for optimizing code and improving efficiency.
5) Solving practice problems from popular coding platforms like LeetCode, HackerRank, and Codeforces.

3) Mock Tests and Simulated Assessments:

1) Regular mock aptitude tests to simulate real exam scenarios.
2) Timed coding challenges to improve speed and accuracy.
3) Detailed feedback and evaluation to identify areas of improvement.

4) Problem-Solving Techniques:

1) Step-by-step approach to solving aptitude and coding problems efficiently.
2) Tips and tricks to tackle complex problems with ease.
3) Emphasis on understanding the problem statement, identifying key requirements, and formulating effective solutions.

5)Personalized Guidance and Remedial Support:

1) One-on-one sessions with instructors to address individual challenges.
2) Extra practice materials for students who need additional support.
3) Mentorship to track progress and offer guidance throughout the preparation process.

6)Practice Interviews:

1) Conducting mock interviews to help students build confidence.
2) Interview preparation for both technical and HR rounds.
3) Feedback on interview performance to identify areas for improvement

MODULE 3
INTERNSHIP AND INDUSTRY EXPERIENCE

1) Hands-on projects and internships in collaboration with International partner companies
2) Exposure to real-world industry challenges and problem-solving
3) Regular feedback and mentorship from industry professionals
4) Networking opportunities with potential employers

Day 1: Introduction to Internships and Industry Experience
- Understanding the importance of internships in gaining practical knowledge and real-world exposure.
- Exploring the benefits of working with partner companies and international organizations.
- Discussing the various industries and sectors where internships will be offered.

Day 2-11: Hands-on Projects and Real-World Challenges
- Engaging students in hands-on projects that simulate real-world industry challenges.
- Collaborating with partner companies to work on practical problem-solving scenarios.
- Mentoring and guidance from industry professionals to overcome project hurdles.
- Acquainting students with the work culture and ethics followed in the industry.
- Emphasizing the importance of professionalism, teamwork, and adaptability.
- Navigating workplace dynamics and building positive relationships with colleagues.
- Regular feedback sessions with mentors and supervisors during the internship.
- Identifying areas of improvement and setting goals for personal and professional development.
- Leveraging mentorship to gain insights into industry best practices and career growth.
- Creating networking opportunities for students to interact with potential employers.
- Attending industry events, webinars, and seminars to build connections.
- Practicing elevator pitches and networking etiquette.

Day 12: Internship Certificates and Work Experience
- Providing official internship certificates upon successful completion of the internship program.
- Documenting work experiences and accomplishments to enhance future job applications.
- Highlighting the international exposure and work experiences gained during the program.

Day 13: Reflection and Learning
- Encouraging students to reflect on their internship experiences and lessons learned.
- Identifying key takeaways and how the experience aligns with their career aspirations.
- Setting post-internship career goals and action plans.

Day 14: Final Presentations and Graduation
- Students present their internship projects and experiences to peers, mentors, and industry professionals.
- Celebration and recognition of the successful completion of the internship and training program.
- Graduation ceremony with awards and certificates of achievement.

The Internship and Industry Experience module spans over 14 days, during which students will gain valuable hands-on experience, exposure to real-world challenges, and the opportunity to work with international companies. By providing internship certificates and documenting work experiences, students will have tangible proof of their practical skills and accomplishments, making them highly desirable candidates for future job placements. The module aims to bridge the gap between theoretical knowledge and real-world application, preparing Engineering students to be competent, confident, and industry-ready professionals.

MODULE 4
INTERVIEW PREPARATION AND PLACEMENT ASSISTANCE

Overview:

1) Mock interview sessions with industry experts
2) **Resume building and LinkedIn profile optimization**
3) **Interview tips and techniques**
4) **Preparing for technical and HR interview rounds**
5) **Assistance in job applications and placement opportunities**

Syllabus:

Day 1: Understanding the Interview Process
- Introduction to the different stages of the interview process, from application to offer.
- Explaining the significance of interview preparation for successful placements.
- Setting individual goals and expectations for the interview preparation module.

Day 2: Resume Building and Cover Letter Writing
- Crafting effective resumes that highlight key skills, achievements, and experiences.
- Customizing cover letters for specific job applications to make a strong first impression.
- Reviewing real-life examples of outstanding resumes and cover letters.

Day 3: LinkedIn Profile Optimization
- Understanding the importance of a professional LinkedIn profile in the job market.
- Tips and techniques for optimizing LinkedIn profiles to attract recruiters.
- Leveraging LinkedIn for networking and job search purposes.

Day 4: Mock Technical Interview Round
- Conducting mock technical interviews with industry experts.
- Practicing coding challenges, algorithm questions, and technical problem-solving.
- Detailed feedback and performance analysis to identify areas for improvement.

Day 5: Mock HR Interview Round
- Simulating HR interview scenarios to prepare students for non-technical questions.
- Addressing common interview questions related to strengths, weaknesses, and career aspirations.
- Training on effective communication, body language, and interview etiquette.

Day 6: Behavioral Interview Techniques
- Understanding behavioral interview questions and their significance in the selection process.
- Preparing STAR (Situation, Task, Action, Result) responses for behavioral questions.
- Conducting role-play exercises to develop confident and well-structured responses.

Day 7: Handling Technical Challenges in Interviews
- Analyzing technical interview challenges and strategies for success.
- Building problem-solving skills and critical thinking for on-the-spot coding tasks.
- Navigating through unfamiliar technical scenarios with composure.

Day 8: Demonstrating Domain Knowledge
- Preparing students to showcase their domain-specific knowledge during interviews.
- Addressing industry-specific questions and demonstrating expertise in relevant areas.
- Discussing current trends and advancements in the field of computer engineering.

Day 9: Industry Insights and Company Research
- Providing insights into the corporate culture and values of target companies.
- Researching potential employers to tailor interview responses and questions.
- Understanding the industry landscape and its impact on job opportunities.

Day 10: Navigating Job Applications and Placement Opportunities
- Assisting students in finding and applying for suitable job openings.
- Providing guidance on tailoring resumes and cover letters for specific job requirements.
- Exploring placement opportunities and career fairs for networking and recruitment.

Day 11: Confidence Building and Positive Mindset
- Building self-confidence and managing interview anxiety and stress.
- Emphasizing the importance of a positive mindset and belief in one's abilities.
- Encouraging students to approach interviews with a growth mindset.

Day 12: Final Review and Q&A Session
- Reviewing key concepts and interview techniques covered during the module.
- Addressing any remaining doubts or questions from the participants.
- Conducting a final practice interview to assess overall improvement.

The Interview Preparation and Placement Assistance module spans over 12 days, providing comprehensive training and support to Engineering students in their journey towards securing placements in top IT companies. The module includes a mix of theoretical insights, hands-on practice, and personalized feedback to enhance interview skills, optimize job applications, and instill confidence in the students. By the end of this module, participants will be well-prepared to face interviews with confidence, impress potential employers, and secure placements in some of the biggest IT companies globally.