



Centre for Continued Education and Skill Development (CCESD)
The Institution of Engineers (India), Gujarat State Centre

Bhaikaka Bhavan, Law Garden Road, Ellisbridge, Ahmedabad 380006 Phone: 079 8640011

Professional Development Programmes

Financial Year 2016-17

Sr No	Name of the Programme	Faculty	Date	Time	Fees Rs
1	Communication Skills & Personality Development Verbal Communication skills	Mr. S Mashruvala	September 3	19-20 hours	Free
2	Verbal Communication skills		September 10	19-20 hours	Free
3	Non-Verbal Communication skills		September 17	19-20 hours	Free
4	Personality development		September 24	19-20 hours	Free
5	Memory Training		October 1	19-20 hours	Free
6	Voice Modulation		October 8	19-20 hours	Free
7	Practical aspects of communication skills <i>Certification Course</i>		October 15	10.30—17 hours	200*
8	Listening Skills		October 22	19-20 hours	Free

Sr No	Name of the Programme	Faculty	Date	Time	Fees Rs
1	MS Excel 2013 Basic Level <i>Certification Course</i>	Mr. Mehul Shah	Will be announced shortly		2500*
2	MS Excel 2013 Advanced Level <i>Certification Course</i>	Shah	Will be announced shortly		3000*

Sr No	Name of the Programme	Faculty	Date	Time	Fees Rs
1	Lean Six Sigma <i>Green Belt Certification Course</i>	Mr. Darsan Shah	Will be announced shortly		1400*
2	Contract Management & Disputes Resolution <i>Certification Course</i>	Mr. B. J Vasavada	October 08	11-17 hours	200*

Sr No	Name of the Programme	Faculty	Date	Time	Fees Rs
1	Stress Management & Time Management Managing Stress	Mr. S Mashruval	November 12	19-20 hours	Free
2	Stress Management through Hobbies	a	November 19	19-20 hours	Free
3	Time Management <i>Certification Course</i>		November 26	19-20 hours	Free

Sr No	Name of the Programme	Faculty	Date	Time	Fees Rs
1	Leadership Skill Leadership Foundation & Style	Mr. S Mashruvala	December 03	19-20 hours	Free
2	Conflict Resolution		December 10	19-20 hours	Free
3	Effective Delegation		December 17	19-20 hours	Free
4	Decision making and Problem Solving <i>Certification Course</i>		December 24	19-20 hours	Free

Sr No	Name of the Programme	Faculty	Date	Time	Fees Rs
1	Power up and Kick Start	Ms Riba	January 21	10—17 hours	200*
2	Tools for English Language Orientation Conversation-Writing-Reading	Kapoor, New Delhi	January 22	10—17 hours	200*
3	Power of Soft Skills <ul style="list-style-type: none"> • Listening Skills, Behavior management • Communication and presentation skills • Art of Articulation and comprehension • Confidence • Creative Thinking Skills • Problem solving and quick thinking 		January 28	10—17 hours	200*
4	Build Your Brand <ul style="list-style-type: none"> • Advanced C V Writing Skills • Advanced Interviewing Skills - • Rapport Building with the interviewer • Group discussion technique & practices • Dress to impress for interviews • Goal Chart and complete strategy map • Body Language and Business Etiquette 		January 29	10—17 hours	200*

5	Future Mantras & Marketing Yourself Tools	February 4	10—17	200*
	<ul style="list-style-type: none"> • Effective email writing • Time and resource management • Effective use of job boards & recruitment agencies • Leveraging Social Media - Use of LinkedIn and other social media tools for job opportunities – Be visible – market well • Plan – Act and Win - Use of great planning techniques 		hours	

Sr No	Name of the Programme	Faculty	Date	Fees Rs
1	Tools for Signal Processing <i>Certification Course</i>	Experienced faculty	Will be shortly from announced	Rs. 1200/-.
2	Embedded System design Flow Certification Course	reputed engineering colleges		Rs. 3000/-

**Includes Course material, refreshments & lunch*

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