



**PRESIDENCY**  
UNIVERSITY

LEARNING

DEVELOPMENT



Department  
of Learning  
and  
Development



## Dear Learners

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Welcome to the vibrant learning ecosystem wherein the young aspirants are empowered to transform their colour dreams into reality. It is our commitment for our student help navigate various phases of self-development and fulfil their purpose of corporate readiness.

# Phase 1:

## Impression Management Toolkit

- 01. Job Interviews:** It's more than answering questions; it's about storytelling. Learn to articulate your value and handle high-pressure inquiries with confidence.
- 02. Group Discussion:** Master the art of being heard without shouting. Learn how to lead, build on others' ideas, and demonstrate collaborative thinking.
- 03. Resume Writing:** Your resume has 6 seconds to make an impact. We'll help you build an ATS-friendly document that highlights outcomes, not just duties.
- 04. Email Etiquette:** In the workplace, your writing is your reputation. Master the nuances of professional tone, clarity, and the "art of the follow-up."

PROFESSIONAL FOUNDATION



APTITUDE ACCELERATOR

CAREER MAPPING



PSYCHOMETRIC ASSESSMENTS

RESUME CLINICS



PERSONAL BRAND OPTIMIZATION

ADAPTIVE CAREER RESILIENCE



INTEGRITY IN ACTION

GD CRASH COURSE



PERSONAL INTERVIEW LABS

OUT-BOUND LEARNING





# Phase 3:

## Execution & Impact (The Performance)

**09. Digital Behaviour:** Your digital footprint is permanent. Learn the ethics of navigating professional social media and virtual workspaces.

**10. Presentation Skills:** Overcome stage fright and deliver data-driven, impactful presentations that move your audience to action.

**11. Goal Setting:** Move from "to-do lists" to outcome-based planning. Learn to set SMART goals that align with your career aspirations.

**12. Time Management:** Energy is finite; time is a tool. Master the techniques to prioritize high-value tasks and eliminate friction.

### Focus Areas – Soft Skills



# Phase 4:

## Aptitude

13. **Problem solving skills:** They represent the ability to analyze complex situations, identify root causes, and apply logical reasoning to develop effective solutions. These involve critical thinking, data analysis, and decision-making to overcome obstacles efficiently, often under time constraints.
14. **Decision making skills:** They refer to the ability to evaluate alternatives, and choose the most rational solution under constraints like time or incomplete data. These skills test logical reasoning, problem-solving, and the capacity to identify core issues to make effective decisions

### Focus Areas - Aptitude





LEARNING  
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GAIN MORE KNOWLEDGE  
REACH GREATER HEIGHTS

# PRESIDENCY UNIVERSITY

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