



# ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University || AICTE Approved Electronic City, Bengaluru - 100

Reaccredited by NAAC with B++ Grade || Recognized under section 2(f) & 12(b) of the UGC Act || An ISO 9001:2015 Certified Institution

A FRANSALIAN INSTITUTE OF HIGHER LEARNING

## Proposal for Certificate/Add on Course

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|--|---|
| <b>Title of the Course</b>             | <b>TALENT MANAGEMENT</b>  |
| <b>Date of Registration (From- to)</b> | <b>15<sup>th</sup> June 2022</b>  |
| <b>Date of Commencement</b>            | <b>27<sup>th</sup> June 2022</b>  |
| <b>Date of Completion</b>              | <b>31<sup>st</sup> August 2022</b>  |
| <b>Platform (Online/Offline)</b>       | <b>ONLINE</b>   |
| <b>Duration</b>                        | <b>30 hours</b>   |
| <b>Target Audience</b>                 | <b>BBA students</b>   |
| <b>Registration Fee</b>                | <b>NO FEES</b>  |
| <b>Course Facilitators</b>             | <b>Prof Devi chandrika S<br/>Prof Sonia Ashok<br/>Prof Victoria Reena</b>   |
| <b>Module 1</b>                        | <ul style="list-style-type: none"> <li>➤ Introduction to talent management.</li> <li>➤ How to acquire skills</li> <li>➤ Skill management- skills for successful management career</li> <li>➤ Talent VS skill</li> <li>➤ Resume preparation and general etiquette</li> </ul> |

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| <b>Module 2</b>  | <ul style="list-style-type: none"> <li>➤ Soft skills required to crack an Interview</li> <li>➤ Do's and Don'ts of an Interview</li> <li>➤ Frequently asked Questions</li> <li>➤ Different Types of Interview Techniques</li> <li>➤ Importance of attitude for an Interview</li> <li>➤ Soft skills v Hard Skills</li> <li>➤ How to handle stress during interview</li> <li>➤ Presentation skills</li> </ul> |
| <b>Module 3</b>  | <ul style="list-style-type: none"> <li>➤ Grooming and personality etiquette</li> <li>➤ Dress code and Body language</li> <li>➤ Telephone and Email etiquette</li> <li>➤ Social behaviour</li> <li>➤ Positive psychology</li> </ul>   |
| <b>Objectives of the Course</b>                                | <p>To enable students to acquire communication &amp; leadership skills.<br/>To enhance student's competency level</p>  |
| <b>Outcome of the Course</b>                                   | <p>Building the competency skills as per industry standards.</p>   |
| <b>Name and Contact details of HOD and Course Facilitators</b> | <p>Prof Devi chandrika S- 9902891522<br/>Prof Sonia Ashok- 9743573517<br/>Prof Victoria Reena- 9886328246</p>  |
| <b>Any other details the Department wished to add</b>          | <p>Add on course is planned according to the current industry trends.</p>  |

**Points to Note:**

- Separate forms to be filled for different courses
- The syllabus of the Add on Course can be designed by the Department. It can have two modules.
- The main topic and the subtopics of each module should be mentioned.
- Each module should have 15 recorded videos/sessions, one quiz and one assignment.
- Each recorded video should be 45 – 60 minutes.
- A complete set of instructions for the Certificate/Add on course will be sent in the due course.

*S. P. Ch*  
19/11/23

*[Signature]*  
11.11.23  
COORDINATOR  
Curriculum Enrichment Cell  
St. Francis de Sales College  
Bengaluru - 560100

*[Signature]*  
08/02/2023  
COORDINATOR  
Curriculum Development Cell  
St. Francis de Sales College  
Bengaluru - 560100



### Letter of Appointment

The Curriculum Enrichment Committee is pleased to appoint the following faculty as the course facilitators of the Certificate/Add-On course **Talent Management** from the **Department of Business Administration**. They will be responsible for designing and developing the curriculum for the Certificate/Add On course, conducting the courses, and evaluating the course for the even semester 2021-2022.

| S.No | Name                 | Designation         |
|------|----------------------|---------------------|
| 1    | Prof. Victoria Reena | Assistant Professor |
| 2    | Prof. Sonia Ashok    | Assistant Professor |

COORDINATOR

Curriculum Enrichment Cell  
St. Francis de Sales College  
Bengaluru - 560100

PRINCIPAL

St. Francis de Sales College  
Electronics City Post, Bangalore - 560 100

Date: 01.05.2022

Place: Bangalore



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|                                    |   |
|------------------------------------|---|
| <b>Title</b>                       | <b>ADD ON COURSE- TALENT MANAGEMENT</b>   |
| <b>Date &amp; Time of Event(s)</b> | <b>Date of Registration (From- to)- 15<sup>TH</sup> June 2022</b><br><b>Date of Commencement- 27<sup>th</sup> June 2022</b><br><b>Date of Completion- 31<sup>st</sup> August 2022</b> |
| <b>Department / Association</b>    | <b>BBA</b>  |
| <b>PLATFORM</b>                    | <b>ONLINE</b>   |
| <b>Number of Participants</b>      | <b>250</b>  |

|  |  |
|--|--|
| <b>Resource Person(s) with qualification</b> | <b>MS. VICTORIA REENA &amp; Mrs. Sonia Ashok</b><br><b>Assistant Professors Department of Administration</b> |
|--|--|

## Report

ADD ON course under the title "TALENT MANAGEMENT" was conducted for the entire BBA department for the Academic year 2021- 22 from 27<sup>th</sup> June to 31<sup>st</sup> August . . The objective of this course was

1. To enable students to acquire communication & leadership skills.
2. To enhance student's competency level
3. Building the competency skills as per industry standards.
4. To help students cope up with stress, anxiety, low self esteem
5. To enable students to explore and utilise their talent quotient in the best way possible
6. To help students gain an understanding of interview skills
7. To provide awareness regarding the do's and don't's during the interview process.
8. To provide inputs on preparation of effective Resume construction.
9. To help students develop positive attitude for individual and personality



growth.

10. To help students overcome the barriers of facing possible life challenging situations

- The following topics were covered -
- Soft skills required to crack an Interview
- Do's and Don'ts of an Interview , Frequently asked Questions, Different Types of Interview Techniques, Importance of attitude for an Interview
- Soft skills v Hard Skills, How to handle stress during interview, Presentation skills, Grooming and personality etiquette
- Dress code and Body language, Telephone and Email etiquette
- Social behaviour, Positive psychology. Positive attitude, self esteem, factors that contribute to success.

The Course commenced on 15<sup>th</sup> June 2022 a total of 250 students attended the course on online platform. A total of 24 videos was posted in the Linways application and for each video an assessment was created which included MCQ questions. A total of 24 assessments and a total of 100 questions towards the end of the course was conducted as part of the Final assessment.

The course concluded on 31<sup>st</sup> August 2022.

The students engaged with much interest and actively involved themselves which in turn built their thinking, conceptual and skills of creativity and innovation.

The outcome of the course was attained as per the objectives set in the beginning. A final interaction with the students made the facilitators understand that the sessions was very fruitful and effective and which will be helpful in their future career goals and aspirations.

The students expressed their opinion to have more such sessions in the coming days too.

**ADD ON COURSE SCHEDULE**

| CLASS        | DAY      | HR                        |
|--------------|----------|---------------------------|
| VI BBA A & B | MON, TUE | 6 <sup>TH</sup>           |
| IV BBA A     | MON, TUE | 6 <sup>TH</sup>           |
| IV BBA B     | MON      | 6 <sup>TH</sup>           |
|              | WED      | 3RD HR(LIBRARY)           |
| IV C         | TUE      | 3RD HR(LIBRARY)           |
| II A         | FRI      | 6TH HR                    |
| II B         | FRI      | 5TH HR (LIBRARY) & 6TH HR |
| II C         | TUE      | 3RD HR(LIBRARY)           |

*ASB*  
11/01/23

*P. Dick*

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08/02/23  
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*Rayle*  
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