

SHREE NARAYANA COLLEGE OF COMMERCE

B.Com. Sem 3

Assignment

Skill Enhancement Courses

SEC-CES-236: Common Employability Skills

Unit 1

Describe the topics in brief:

1. How do you develop the personal skills of decision-making and problem-solving?
2. Describe behavioural skills for building relationships.
3. Difference between listening and speaking
4. How do you maintain self-confidence and self-grooming?
5. Explain the SWOT analysis.
6. Describe how to maintain emotional intelligence skills.

Unit 2

Describe the topics in brief:

1. How do you develop the skill of planning and organizing at the workplace?
 2. Explain, how to lead the team and deal with a difficult team member
 3. Describe the problem-solving skill of analyzing and identifying the problems at the workplace.
 4. Explain "Know Your Customer (KYC)".
 5. Explain the uses of Social Media and Mobile Apps for professional development.
 6. Explain the 3R of the environment (Reduce, Reuse, Recycle).
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