



# Dr. V.S. KRISHNA GOVT. DEGREE COLLEGE

(An Autonomous Institution Affiliated to Andhra University)

District Resource Centre & Center for Research Studies  
Maddilapalem, VISAKHAPATNAM 530 013, Andhra Pradesh



As a part of MNC Campus interview drives **Andhra Pradesh State Skill Development Corporation** Organized Communication Skills Classes Throughout AP.

**Course Name** : Communication Skills

**Start Date** : 8<sup>th</sup> February 2024

**End Date** : 7<sup>th</sup> March 2024

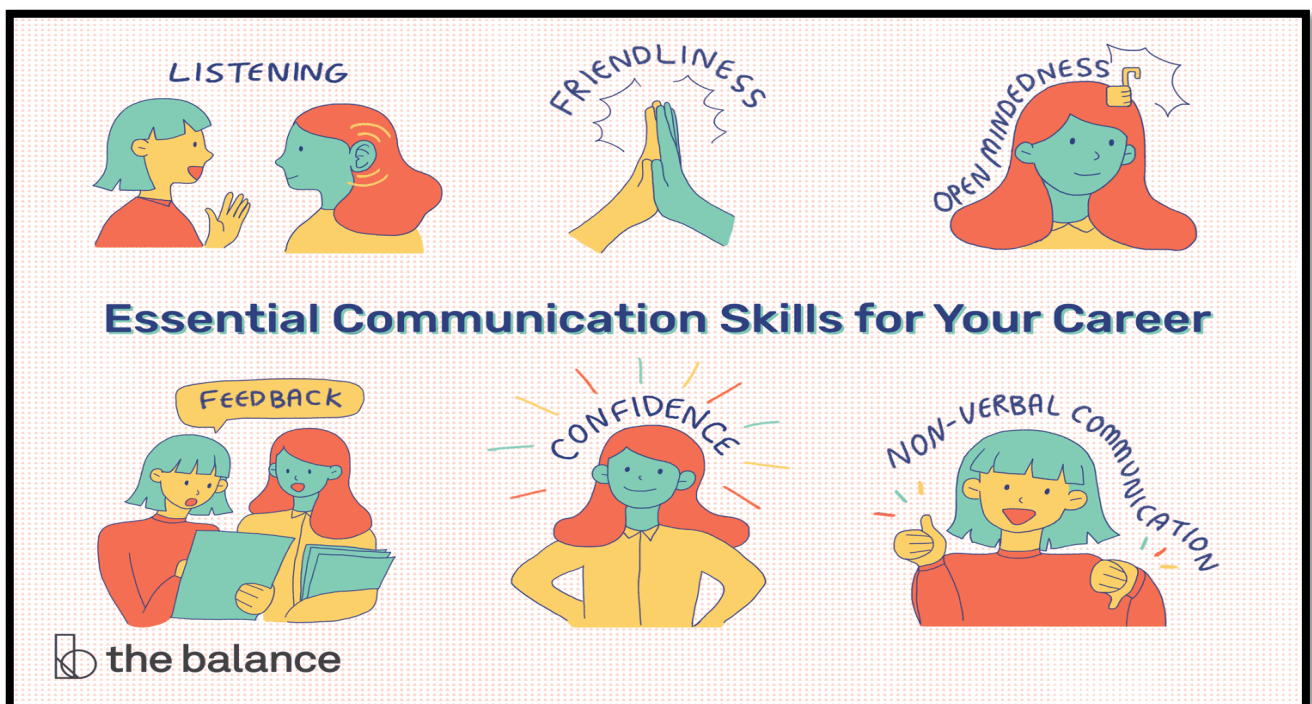
**External Trainer** : Kranth & Rizwan

**Internal Trainer** : L.Suguna

**APSSDC SPOC** : Dr.G.Srinivasa Rao

**Attended Candidates** : 30

**Qualified Candidates** : 23



## **Here are some topics that are discussed during classes:-**

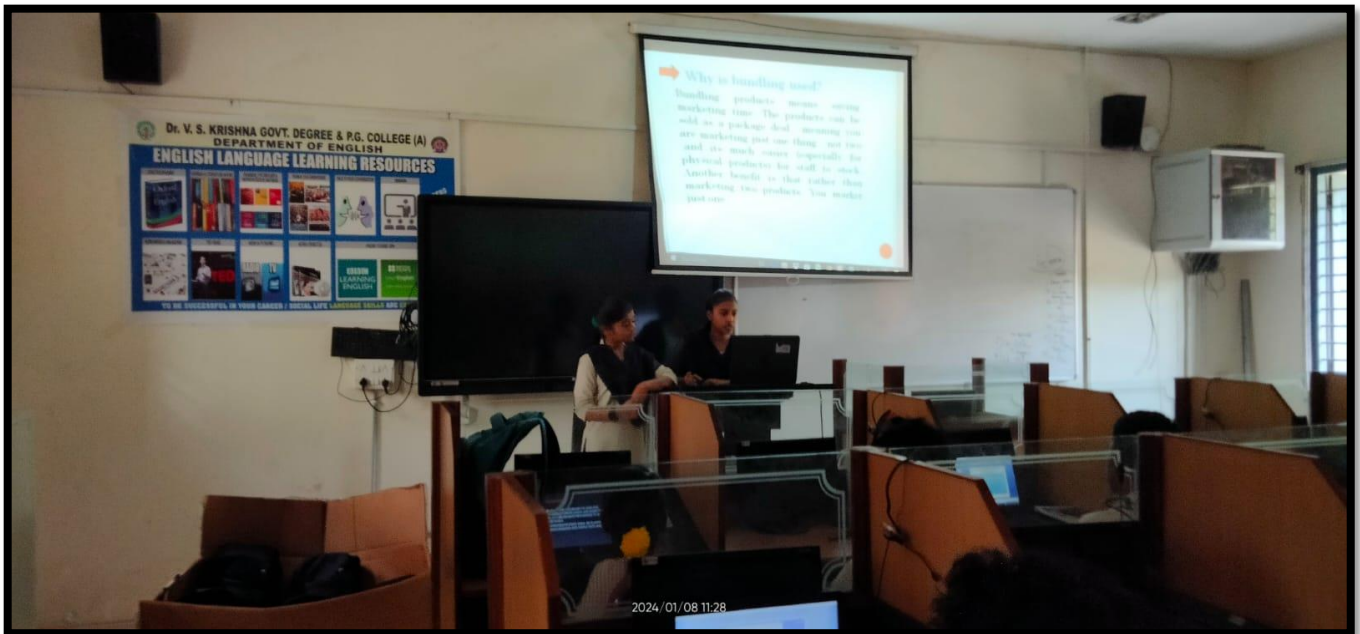
- 1) Resume writing and formatting**
- 2) Crafting effective cover letters**
- 3) Interview preparation strategies**
- 4) Verbal and non-verbal communication skills**
- 5) Professional email etiquette**
- 6) Building a personal brand**
- 7) Networking techniques**
- 8) Elevator pitch development**
- 9) Handling difficult interview questions**
- 10) Storytelling in job interviews**
- 11) Creating an impactful LinkedIn profile**
- 12) Mock interviews and feedback sessions**
- 13) Negotiation skills for salary and benefits**
- 14) Public speaking**
- 15) presentation skills**
- 16) Business communication basics**
- 17) Cultural awareness**
- 18) sensitivity in communication**
- 19) Using technology for job search and networking**
- 20) Personal SWOT analysis (Strengths, Weaknesses, Opportunities, Threats)**
- 21) Building confidence**
- 22) overcoming interview anxiety**
- 23) Post-interview follow-up etiquette and thank-you notes**
- 24) Telephone etiquette**
- 25) Career Planning**
- 26) Industry Knowledge**
- 27) Research Skills**
- 28) Work Place Ethics**
- 29) Personality Development**
- 30) Listening Skills**













ANDHRA PRADESH STATE SKILL DEVELOPMENT CORPORATION (APSSDC)  
(Department of Skills Development and Training, Govt of Andhra Pradesh)



# Certificate Of Completion

Certified that

*Mr./Ms. BARLA BHASKARA RAO*

has successfully completed

**Online Certificate course** on *Communication Skills* held from  
8th feb 2024 To 7th march 2024

Dr V Vinod Kumar, IAS  
M.D & C.E.O  
APSSDC.

CERT.NO: ESC-VSKP\_C\_skill\_C-0104-104



ANDHRA PRADESH STATE SKILL DEVELOPMENT CORPORATION (APSSDC)  
(Department of Skills Development and Training, Govt of Andhra Pradesh)



# Certificate Of Completion

Certified that

*Mr./Ms. BETHA DHARANI*

has successfully completed

**Online Certificate course** on *Communication Skills* held from  
8th feb 2024 To 7th march 2024

Dr V Vinod Kumar, IAS  
M.D & C.E.O  
APSSDC.

CERT.NO: ESC-VSKP\_C\_skill\_C-0078-78