

**Rayat Shikshan Sanstha's**

**C.D.Jain College of Commerce , Shrirampur**

**Training Program on English Communication and Basic Corporate Etiquette**

**3rd Oct. to 20th Oct. 2014 and 4th Dec. to 21st Dec. 2014**

**Jointly Organised by Tata Consultancy Service and C.D.Jain College of Commerce**

## **TRAINING PROGRAM REPORT**

100 Hrs Training Program was scheduled on 3rd Oct.2014 to 20h Oct. 2014 and 4th Dec. to 21st Dec.2014 in the College Campus by Tata Consultancy Services . The Main objective of this workshop was to complete the Initial Learning Program (ILP) . The ILP has equipped with the knowledge and skills. Mr. Paulbudhe Pavan , Mr. Gosawi Swapnil, Mr. Joshi Pallav were the team members of TCS to conduct the Training . Mr. Joshi Pallav the Team Leader with his Human Resource Department members successfully completed this training program. forty-one students were selected for this Training Program in the first schedule and 55 for the Second Schedule. All the Students have admitted through admission form and awarded with the Certificate of participation of the Training Program.

The Training Program's main objective was to improve communication skill and get well aware with Basic Corporate Etiquettes. The program included special training on Role of Tata Consultancy Services, Business Process Outsourcing, Verbal and non-verbal communication. The training programme covered E-mail etiquettes, presentation skills, group discussion. Creativity, Positive Attitude, Team Work, Anger Management, Time Management al such Concepts and skills were deeply trained by the Team Members.

Students were highly influenced by the team of TCS which is one of the pioneering companies in India. All the training sessions were highly educative. The Sessions supported to spot the weakness, shy nature, lack of communication skills of the students. Course Coordinator thanked to the Team of TCS for efforts taken by the tem to polish our students.



**Dr. B. Bawake**  
**Course Coordinator**



**Prin. Dr. L.D. Bhor**  
**C.D.Jain College of Commerce , Shrirampur**