



**ASIAN BUSINESS SCHOOL,
NOIDA**

**SKILL DEVELOPMENT
POLICY**

2024-2025

(Effective July 1st 2024)



ASIAN BUSINESS SCHOOL, NOIDA
CENTRE

for

SKILL DEVELOPMENT
SKILL DEVELOPMENT POLICY

COMMITTEE MEMBERS

DR SHWETA BATRA

MR RAVI SHARMA

MS GARIMA MALHOTRA

POLICY OBJECTIVE

The purpose of the skill development programme is to establish a well researched and pragmatic business practice to enable students to meet the challenges of a fast changing business environment in the new world economic order. Asian Business School aims at developing conceptual and practical skills to convert the abilities of students into managerial competence, required in today's competitive environment. The major focus of this programme is :

- Commitment to impart and transfer skills.
- Asseverate behavioral change for the right attitude transformation.
- Hone abilities into competencies.
- Personality Development.

AIM

- To transform a student's personality as per the need of the corporate.
- To make the budding managers understand the right skill set that will be required for their corporate career.
- To enhance their communication skills that would be a value addition.
- To groom them aligning with the place ability scores for becoming assets of any organization.
- To ensure that we design an industry driven curriculum that suffices the corporate requirement.

VISION

Asian Business School, Noida is committed to its vision is "Growth With Education." We align with this vision by means of comprehending the immediate need to impart a variety of general and subject specific skills. This opens up exploring those aspects which are generic, transferable skills and attitude which is applicable in different situations.

MISSION

The mission of Asian Business School, Noida is to establish well researched and pragmatic business practice to enable students to meet the challenges of a fast changing business environment in the new world economic order. Asian Business School aims at developing conceptual and practical skills to convert the abilities of students into managerial competence, required in today's world.

PROCESS

We, at Asian Business School, Noida align with the thought process that builds our curriculum design. The skill enhancement program is divided into two parts –

- (a) Communication Competency.
- (b) Employability Skills with CRC Support.

To increase the relevance with future employment market including promotion of self employment, a two pronged initiative - Soft skills and Employability skills will be made of an integral part of skill development. This plan will further cater to two aspects of development in the different semesters:

The individual Development Plan: emphasizing on identifying and developing individual learning and development needs of the students, covering various behavioural & communication aspects.

The Competency Development Plan: focuses at more customized training solutions to hone the required competencies, employability skills and making students ready for the professional world.

THE CSD ENVELOPE

Incorporates

- Communication
- Personality Development
- Crafting Prodigy Program

Communication The soft skills initiative

Spoken English &
Language Building

As soft skills and spoken English skills become as important as subject matter expertise, there is a need to build the competencies of our students and young professionals in what we define as Essential Workplace Skills.

Personality Development

The five aspects including: extraversion, agreeableness, openness, conscientiousness, neuroticism, the mental aspects, spiritual aspects, emotional aspects, physical aspects, social aspect, moral aspect. will be taught under Personality Development.

Crafting Prodigy Program

Under the CSD umbrella a thriving, impactful mentoring program "Crafting Prodigy" is in place, where customized attention is the focus. Every student is assigned to a 'CRAFTER' who gives personalized attention towards identifying the strengths, and weaknesses of the individual and focuses on building his capabilities and skills needed to succeed in a dynamic global economy; in other words crafting his 'PRODIGY'.

- A dossier incorporating an Individual Development Plan, is created, mapping the entire journey of the prodigy through knowledge and skill development, to a well groomed competent professional ready to take on the world.
- Everyone learns in different timeframes and in different ways.

Beginning with the first semester and throughout their tenure at ABS students will be going through a rigorous training schedule programmed in accordance with their semesters falling in line with the following pattern:

SEMESTER ONE

Objective:

- To help students understand the impact of a well groomed,
- Creating an impressive personality.

This semester will incorporate the introduction of the following elements that make up an impressive personality:

Why it is important to know who you are.

Proper dressing sense, conforming to the dress code.

Courteousness and maintaining decorum, abiding by rules

Characteristics of different personality attributes

Personality Tests and through them Personality Assessments

SEMESTER TWO

Objective:

- Importance of effective communication
- An understanding of the communication concepts necessary to work effectively in a business environment,
- Skills of a good communicator

Understand basic, spoken English

Speak English in daily interactions

Read and follow instructions in English

Mapping their journey from day one on 'Behaviour' & 'Communication skills' through personal & class interaction

Critical thinking exercises will be given as assignments such that learning can be applied Review Tests and constant evaluation will take place

SEMESTER THREE

Objective:

- **Importance of Soft skills**
- **Presentation Skills**
- **Resume writing** will be taken up, so that students learn to market their abilities skillfully Corporate Exposure in this semester will require that students have good communication skills. Preparation will be in place for pre-placement assessment for the Summer Internship Project Developing skills of a good communicator will incorporate:

Confidence building skills

Questioning skills

Active listening skills

Art of skillful presentation

Empathy-sensing other's feelings & attitude

Interpersonal skills-

Body Language-skillful non-verbal communicating skills

SEMESTER FOUR

Objective:

- **The Art of Working in teams**
- **Skillfully handling customers and clients**
- **To make students take a look at the recruitment process and its skillful handling**

The students will learn the art of contributing to a team, what a work team means.

Activities through

1. personal experiences in a team
2. Team skills

The skill of interacting with customers and clients inclusive of

1. Developing skills in establishing and maintaining successful relationships with customers & clients
2. Skill of understanding customer expectations

3. Most effective way of handling an irate customer
4. Using the telephone effectively

Through situation based activities these aspects of developing this particular skill will be brought about.

This semester the students will be given a look at the entire recruitment process. The skill of handling an interview from scratch will be handled.

Understanding how to become the right man for the right job-

What the interviewer looks for from a job interview

Types of interviews

Groundwork before an interview

The skill of dressing well

Communication during the process

Group Discussion

Debate

Answering Typical Questions

Telephonic and Video Interviews and their handling- Activities

Negotiating Skills

Mock drills for interviews

Preparing for Quantitative/Analytical Aptitude Tests

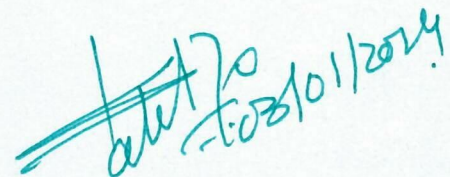
Information on Companies visiting the campus will be discussed with students

The Mentors will have to interact with their mentees fortnightly. The evaluation is to be done on the basis of the annexures provided below so that individual journeys could be mapped. The evaluation sheets would then be forwarded to the PDCC Department for feedback.



Ms Garima Malhotra

Head CSD



Dr Lalitya Vir Srivastava

DIRECTOR