

# College to Career

## C2C



**A complete course on personal and professional development  
for college students**



## Contents

Introduction .....	3
Goal: .....	4
Objectives: .....	4
Topics under the course: .....	5
Study Skills .....	5
Leadership/management skills .....	5
Life Skills .....	6
Personality enhancement .....	6
Employability skills .....	7
Other services .....	7
Course Duration: .....	7
Methodology.....	8
Profile of Lead Trainer: .....	9
The Team .....	9



## **College to Career Training Course C2C Program**

### **Introduction**

Many recruiters in our research have expressed most new graduates lack basic skills needed for workplace. Our effort is to equip students with the skills and attitudes that are looked for by employers.

The skills include:

- ✚ Study skills
- ✚ Leadership and Management skills
- ✚ Life skills
- ✚ Personality development
- ✚ Employability skills
- ✚ Career plan

These skills are useful to students during college life itself. They help the students to study better, make better decisions and finally lead life more effectively.

When students practice these skills in their day-to-day life, the skills become part of their life. Hence, they do not only know about the skills but can demonstrate them naturally.



## **Goal:**

- ✚ To empower students personally, socially and psychologically

## **Objectives:**

- ✚ To increase effectiveness in study
- ✚ To enhance personality and life skills
- ✚ To prepare students for career – as an employee or entrepreneur



## **Topics under the course:**

### **Study Skills**

- Better reading
- Better memory
- Academic writing

### **Leadership/management skills**

- Leadership mindset
- Goal setting and planning to achieve it
- Self-awareness
- Thinking skills (creative, critical, positive thinking)
- Influencing
- Giving and receiving feedback
- Decision making
- Problem solving
- Team skills
- Conflict management
- Negotiation
- Project management
- Research skills
- Attitude skills



## **Life Skills**

- Motivation
- Time management
- Responsibility
- Managing emotions (EI)
- Stress management
- Adversity Intelligence
- Self-care
- Dealing with failure
- Being self-directed
- Mindfulness
- Positive Psychology
- Money management
- Meditation

## **Personality enhancement**

- Communication skill
- Body language
- Presentation skill
- Public speaking
- Assertiveness
- Interpersonal skills
- Confidence building



### **Employability skills**

- Business writing
- Job search
- CV writing
- Proposal writing
- Interview facing
- Career choice
- Business etiquette
- Telephone/email etiquette
- Report writing
- Research skill

### **Other services**

- Career guidance and counseling
- Our psychological counselors will deal with psychosocial problems of needed students
- Teacher training and teacher motivation

**Course Duration:** 160 hours

*Note: Course design, topics and time can be tailored to the demand of a college.*



## **Methodology**

- Lively lectures and presentations
- Interactive & stimulating session
- Group work
- Peer exercises
- Role plays
- Brainstorming
- Movies

## Profile of Lead Trainer:



**R. Manandhar** is an ICTA\* certified NLP trainer and business coach trained by Jack and Helen Makani from Denmark.

With two decades of leadership and managerial experience in international organizations under his belt, he has been helping people better develop their personal and professional excellence for the last seven years. His programs have touched the lives of hundreds of people, who claim to have been positively transformed following their participation.

Manandhar has also received training on Gestalt from Dr. Richard P. McHugh from USA and Frans Meulmeester from The Netherlands, Mindfulness and Positive Psychology training from Dr. Barbara U. Jones from Germany and Nithya Shanti from India, and leadership/management training from many other internationally reputed trainers.

He has also been a regular columnist in several magazines on leadership and personal development. He has contributed to the *Yubamunch* for two years; and at present he has been contributing to The Himalayan Times (Nepal's largest selling English daily) with pen name R. Manandhar as a columnist of the 'Leadership League' since 2010.

## The Team

The trainers' team of this course comprises of highly skilled professionals from the field of training, education, HR, business, psychology, etc. Many of them have had international exposure.

---

\*ICTA – International Coach and Trainer Association