**HeadStart Advantage U and Placement Success Program by TalentEase**

**St. Joseph’s College for Women, Vishakhapatnam for Undergraduate Students**

**Syllabus:**

**The curriculum plan:**

1. The topic of Self Leadership: Understood through the concepts of Personal Responsibility, Personal Code and Personal Beliefs

2. Effective Communication Skills: Understanding the keys to communication.

3. Non verbal communication and understanding the power of body language; Listening skills

4. Effective Presentation skills: How to express through the expressiveness exercise, tips and technique in delivering a good talk, The 2 minute pitch (How to effectively make your point in a few sentences)

5. The topic of Self Leadership continues with the concepts of Self Awareness and Self Confidence. Participants learn to understand themselves to know who they are, their strengths, weaknesses, dreams and fears. How to handle criticism, self esteem.

6. Choices and its Consequences: Understanding what are Decisive moments, the How and the Why of Decisive Moments

7. Time Management and Goal Setting: Urgent-Important Matrix and how to Prioritize. Making SMART goals (S-Specific, M-Measureable, A-Attainable, R-Relevant, T-Time Bound)