

**CLASS ROUTINE OF SOFT SKILLS & PDP.
(INCLUDING SPOKEN ENGLISH)
VENUE- ROOM NO.3, GROUND FLOOR,
ADULT AND CONTINUING EDUCATION & EXTENSION,
RABINDRA BHAVAN.**

DATE AND TIME	NAME OF THE TEACHER	MODULE	PHONE NO.
16.4.2019 (5.30-7.30 P.M)	Ms.SanjuktaChaudhury	Welcome and expectation setting	8335942960
17.4.2019 (5.30-7.30 P.M)		Who we are- acceptance to change	
18.4.2019 (5.30-7.30 P.M)		Importance of Communication Skills	
22.4.2019 (5.30-7.30 P.M)		Understanding the Communicative environment	
23.4.2019 (5.30-7.30 P.M)		What to listen and why	
24.4.2019 (5.30-7.30 P.M)		What, when and How of speaking	
25.4.2019 (5.30-7.30 P.M)		How to start a conversation	
26.4.2019 (5.30-7.30 P.M)		Revision/Assessment/Review	
29.4.2019 (5.30-7.30 P.M)		Goal Setting	
30.4.2019 (5.30-7.30 P.M)		Who am I? Review of week 1	
02.5.2019 (5.30-7.30 P.M)		Out of box thinking/ Lateral Thinking Communicating Changes	

03.5.2019 (5.30-7.30 P.M)		Revision/Assessment/Review	
06.5.2019 (5.30-6.30 P.M)		Understanding the basics/Communication styles	
7.5.2019 (5.30-7.30 P.M)		What to present/ How to Present	
10.5.2019 (5.30- 7.30 P.M)		Speaking in groups/ Presentation skills/ Review of Progress.	