



Annexure-1

“Certification Course on Preparing Candidates for BFSI Doman Jobs”



Executive Summary:

“Essentials for Professionals” is an effective Campus to Credible Career (CCC) Training Program on preparation for Campus Interview / Direct Interview / Competitive Exams / Proprietorship aspirations ahead for career in BFSI industry designed for Graduates and Post Graduates.

Apart from Academic excellence, Knowledge of Goal Setting (Personal career growth plan), Effective Communication skills (workplace relationship and team building), Commercial Knowledge (GST / Customs / ERP / INCO Terms) and Comprehensive overview of BFSI Industry (Banking, Finance Services and Insurance) will enhance chances of attaining success in Chosen career ahead. Skills in Interview Preparation, personal grooming and group discussions are necessary to present oneself prominently during interview.

Lack of modern management skills and Interview facing skills leads to failures in Interviews, loss of confidence and morale. Lack of communication, relationship and presentation skills leads to failures in job performance or business performance. Lack of Soft-skills at workplace leads to failures in job performance or business performance in form of inter-personal conflicts and communication gaps with seniors, peers, customers, suppliers and sub-ordinates. This may ultimately lead to loss of job or early / frequent job changes/ entrepreneurship early exit due to lack of patience and perseverance.

Divyanand helps to develop effective professional Skills through his flagship program **Essentials for Professional Program (EPP)** – which prepares and transforms participants to get ahead in Credible Career.



Contents of the course (2 hours each session)

1. Day 1 –Webinar – 1 – Goal Setting – Obstacles, hurdles and distractions in pursuing goals in life, Techniques to overcome challenges and Strive for success.
2. Day 2 – Webinar – 2 – Effective Non-violent Communication Skills – Verbal & Non-verbal
3. Day 3 – Webinar – 3 - Commercial Knowledge – Customs – Jobs at CHA , CHA Exam, INCO Terms
4. Day 4 – Webinar – 4 – Commercial Knowledge - GST – Goods – HSN nos
5. Day 5 – Webinar – 5 – Commercial Knowledge – GST – Services – Service Codes
6. Day 6 – Webinar – 6 – Commercial Knowledge – Logistics – Domestic and International back-end
7. Day 7 – Webinar – 7 – Money Matters – Comprehensive knowledge on Money management from Individual client perspective. BFSI Products and Solutions for Money Management.
8. Day 8 – Webinar – 8 – Money Matters – BFSI Products for Industry / Corporates
9. Day 9 – Webinar – 9– BFSI – Banking Sector (Core/ Retail / Private / Corporate/ Payment)
10. Day 10 – Webinar – 10 – BFSI - Types of Banks – Nationalized / Private / Cooperative, Roles in Banking sector,
11. Day 11 – Webinar – 11 – BFSI - Various Bank Exams, Multiple profile handling in Banks.
12. Day 12 – Webinar – 12 – BFSI - Stock Market (SEBI guidelines), Broker
13. Day 13 – Webinar – 13 – BFSI - Mutual fund, AMFI and NISM Certifications to become agent.
14. Day 14 – Webinar – 14 – BFSI – Finance Sector (NBFC / Mortgage/ Credit Card/ Post office), Rating agencies (CRISIL/ CIBIL)
15. Day 15 – Webinar – 15 – BFSI – Direct Marketing – Amway / Vestige / Modicare – MSI model (Multiple Source Income)
16. Day 16 – Webinar – 16 – BFSI – Insurance Sector - Life Insurance – IRDA Guidelines & Exam overview
17. Day 17 – Webinar – 17 – BFSI – Insurance Sector - General Insurance – Vehicle & Home- IRDA Guidelines & Exam overview,
18. Day 18 – Webinar – 18 – BFSI – Insurance Sector - General Insurance – Factory and In Transit - IRDA Guidelines & Exam overview,
19. Day 19 – Webinar – 19 – BFSI – Insurance Sector - Health Insurance - IRDA Guidelines & Exam overview



20. Day 20 – Webinar – 20 – BFSI – Insurance Sector – Financial Advisor role , Composite license, Combined Mutual Fund and Insurance Portfolio
21. Day 21 – Webinar – 21 – Corporate Behavioral Training – Resume writing , Interview Preparation, Personal Grooming, Mock Interview,
22. Day 22 – Webinar – 22 - Corporate Behavioral Training - Group Discussion, Mock Group Discussion
23. Day 23 – Webinar – 23 – Corporate Behavioral Training – Time Management,
24. Day 24 – Webinar – 24 - Conflict Management, Collaborative Team work.
25. Day 25 to Day 30 – 25 to 30 – Understanding BFSI through Excel, Simple Calculation Sheets, Task tracking , MIS reports, etc.
26. Day 30 to 35 – Revision & final assessment of the students.