



ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
**INSTITUTE OF MANAGEMENT**  
KENNEDY ROAD, NEAR RTO , PUNE – 411 001



**Certificate Program**  
**on**  
**Soft Skill Module II**

**Topic included in Program:**

- Communication Skill
- Etiquette
- Attitude, Stress Management, Discipline
- Group Discussion
- Business Letter Writing
- Leadership
- Types of Business Reports
- Telephone Interview, Skype Interview & Conference Calling
- Team Building
- Team task, Role Plays & Group Exercise
- Testing Voice & Accent, Voice Modulation & intonation
- GD Technique

**Duration :** 30 hours

**Features of IOM:**

- Qualified & experienced faculty members
- Quality Education
- State of art Infrastructure
- Linkage with highly reputed Industries

**Contact Us:**

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