

Application for Taking Advanced (ICITSS) MCS Lectures

• CA / CS having relevant experience of at least 5 years in handling such topics

• MBA/Post Graduate in Commerce / Management from a reputed institution having relevant experience of at least 10 years either with corporate training or University / College / Management Institution

• Faculty taking sessions should have attended the Faculty Development Programme. No, sessions to be allotted to the faculty who has not attended the FDP organized by Board of Studies.

Day	Topic	SUBJECTS DESCRIPTION	Time Alloted	Qualification Required
1st Day	Business Communication	• Winning Communication Strategy	6 Hours	CA/CS/MBA/Diploma/ Degree in Public Relations
		• How to use Official communication judiciously on Social Media		
2nd Day	Business Communication	• Management of Meetings, Mock Meetings, Written communication	6 Hours	CA/CS/MBA/Diploma/ Degree in Public Relations
		• Official letters, reports, minutes, legal documents (to sensitise students as to what falls within the scope as a CA to provide expertise/advise), press release (to emphasize on the guidelines, code of ethics to be followed while using and form of Press), Responsiveness, compliance (firm specific).		
3rd Day	Presentation	• The Anatomy of a Successful Presentation	6 Hours	CA/CS/MBA/Soft Skills Trainer
		• Technique for Structuring Content that resonates with your audience		
4th Day	Interpersonal & Negotiation Skills	• Interpersonal Effectiveness, Assertiveness Skills & Perception Management.	6 Hours	MBA (Marketing)
		• Art of Negotiation, Conflict Management		
5th Day	Interpersonal & Negotiation Skills	• Leadership Skills, Human & Organizational Behavioural Approach.	6 Hours	MBA (Marketing)
		• IQ vs. EQ vs. MQ, Building Versatility & Adaptability		
6th Day	Interpersonal & Negotiation Skills	• Understanding one's Attitude, Gender Sensitivity.	6 Hours	MBA (Marketing)
		• Client Interfacing, Stress Management		
7th Day	Leadership, Team Building and Career Development	• Workshop on Team Building for a Strong synergy and harmony	6 Hours	CA
		• How to build successful teams and how to build teamwork culture. How to market self		
8th Day	Leadership, Team Building and Career Development	• Compliance, Ethics, Penalty for Non-compliance. • Role and qualities of a Leader	6 Hours	CA
		• Professional Opportunities for CAs, Enhancing Oppoutunities for Women Members- Identifying emerging areas for upliment of women members wherein they can contribute their services for their professional growth.		
9th Day	Presentation	• Dos and Donts in Presentation Skills	6 Hours	CA/CS/MBA/Soft Skills Trainer
		• Tips on Creating Good Slides		
10th Day	Office etiquettes (Part- 1)	• Professional attire, Managing business meetings Business lunch / dinner / parties, Table etiquettes, How etiquettes are essential both at the personal and professional level, Rules for business etiquettes, Do's and Dont's while interacting with government officials and other dignatores.	3 Hours	CA/MBA

