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 institutionhaving 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
		Winning Communication Strategy	Allotta	•
1st Day	Business Communication		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 resonales with your audience	OTIOUIS	
		dudience		
4th Day	Interpersonal & Negotiation Skills	Interpersonal Effectiveness, Assertiveness Skills & Perception Management.	6 Hours	MBA (Marketing)
		Art of Negotiation, Conflict Management	Oriouis	
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 uplitment of women members wherein they can contribute their services for their professional growth.		
				CA ICC INADA IC. C. C. III
9th Day	Presentation	Dos and Donts in Presentation Skills Tips on Creating Good Slides	6 Hours	CA/CS/MBA/Soft Skills Trainer
	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	3 Hours	
10th Day		officials and other dignatores.		CA/MBA

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Day	Topic	SUBJECTS DESCRIPTION	Time Alloted	Qualification Required
	Office etiquettes (Part- 2)	Basic etiquette at the office - Hand shake, Interview etiquette, Non Verbal communication- Why is it important, Understanding the movement and body language etc	3 Hours	
11th Day	Interview Preparation	CV writing CV evaluation workshop Group Discussion- Tips and Practice,	6 Hours	CA/MBA/HR
12th Day	Interview Preparation	Interview- Tips and Practice. Mock Interviews Focus on Deliverables/Value addition Focus on Client Orientation/Satisfaction	6 Hours	CA/MBA/HR
13th Day	Presentation	Technique for Structuring Content when you are presenting to Senior Executives Strategies for Structuring Content	6 Hours	CA/CS/MBA/Soft Skills Trainer
14th Day	Strategic Thinking	Understanding Strategic Thinking Strategies in Business and Business Models	6 Hours	CA
15th Day	Professional Ethics	Ethics- meaning & nature, Ethics in profession, Belongingness towards Profession, How to work ethically Fundamental Principles of Professional Ethics for Professional Accountants- integrity, objectivity, professional competence & due care, confidentiality & professional behavior. Threats to Fundamental Principles- self-interest threats, self-review threats, advocacy threats, familiarity threats & intimidation threats. Safeguards that reduce Threats to Fundamental Principles-safeguards created by the profession, legislation or regulation and safeguards in the work environment. The same of the s	3 Hours	CA
		 Ethical Conflict Resolution Professional or other Misconduct- definition; professional or other misconduct by the members as provided in the Schedules Disciplinary Action- Members liable to disciplinary action under section 21 of the Chartered Accountants Act if found guilty of any professional or other misconduct; procedure in inquiries for disciplinary matters relating to misconduct of the members of the Institute. Case Study- Case studies on clauses of Schedules. 	3 Hours	