

NPTEL Video Lecture Topic List - Created by Linuxpert Systems, Chennai

NPTEL Video Course - Humanities and Social Sciences - NOC:Employment Communication A Lab based course

Subject Co-ordinator - Prof. Seema Singh

Co-ordinating Institute - IIT - Kharagpur

Sub-Titles - Available / Unavailable | MP3 Audio Lectures - Available / Unavailable

Lecture 1 - Introduction to Employment Communication - A Lab based Course

Lecture 2 - Communication - An Introduction

Lecture 3 - Communication Skills at the Workplace

Lecture 4 - Verbal Communication - Introduction

Lecture 5 - Verbal Communication (Continued...)

Lecture 6 - Non-verbal Communication - Introduction

Lecture 7 - Non-verbal Communication - Conclusion

Lecture 8 - Inter Cultural Communication - Introduction

Lecture 9 - Inter Cultural Communication - Conclusion

Lecture 10 - Practice Session 0

Lecture 11 - Body Language - Introduction

Lecture 12 - Body Language - Conclusion

Lecture 13 - Listening Skills - Introduction

Lecture 14 - Listening Skills - Conclusion

Lecture 15 - Practice Session 1

Lecture 16 - Body Language

Lecture 17 - Introduction to the Employment Process

Lecture 18 - Listening Skills

Lecture 19 - Introduction to CV Writing

Lecture 20 - Samples of Good CVs and Cover Letter

Lecture 21 - The Cover Letter

Lecture 22 - CV Writing Lab Session - I

Lecture 23 - CV Writing Lab Session - II

Lecture 24 - Fundamentals of Group Discussions (GDs)

Lecture 25 - Strategies for Success in GDs

Lecture 26 - Group Discussions Lab - Practice Session I

Lecture 27 - Group Discussions Lab - Practice Session II

Lecture 28 - Group Discussions Lab - Practice Session III

Lecture 29 - Group Discussions Lab - Practice Session IV

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- Lecture 30 - Interviewing for Employment
- Lecture 31 - Preparing for the Personal Interview
- Lecture 32 - PI Practice Session - I
- Lecture 33 - PI Practice Session - II
- Lecture 34 - PI Practice Session - III
- Lecture 35 - PI Practice Session - IV
- Lecture 36 - Tackling Questions during Personal Interviews (PIs)
- Lecture 37 - Success in Personal Interviews (PIs)
- Lecture 38 - Life Skills Lab and Student Speak
- Lecture 39 - Life Skills
- Lecture 40 - Course Wrap Up