

# Campus Placement Training

Highly Interactive Experiential Training for Final year Students

## Background

Campus Placements are dreams of every Final year Students as well as for the institutions, all major IT and non IT companies' conducts Aptitude Test followed by HR Interview during placements. The aim is to select the candidates with good aptitude that includes **general aptitude (analytical aptitude and reasoning)**. Depending on the companies the other subjects tested varies. When Candidates are selected in the written test, some companies have **Group Discussion** for further filtering of the candidates. Finally **personal interview**, depending on the company there may be one or two interviews; in case of technical session and HR/Stress interviews. Performance in interviews is crucial in the selection process because it is where students are evaluated fully and final decision is made on their



selection. **Sieger Training** offers a finishing course module for students from institutions to help them prepare to enter today's corporate world that is extremely competitive and demanding. The course content is designed & developed in consultation with experts from relevant fields in addition to leading the course being conducted on site at various premier institutions.

**Free Glass Walking Seminar**  
**By our Experts for all the Final year Students**  
**To boost Confidence & Motivation**



## Methodology:

- Real-World Experience Simulation between Facilitator & Participants
- Participants will be led in a Directed Learning Mode, not Just with Facilitator's one-sided Lectures
- Combination of Presentations and Examples from Facilitator and Interactive / Hands-On Participants' Exercises with Individual / Group Report-Outs
- Experiential workshop environment where participants will be educated to take risks and make adjustments based on their results from Role-Plays before approaching large real-time projects.



**SIEGER TRAINING CONSULTANTS (P) LIMITED**

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Ph: +91 7550053010, +91 7550053011, +91 9840097567 | Email: [training@siegergroups.com](mailto:training@siegergroups.com) | Visit us at: [www.siegergroups.com](http://www.siegergroups.com)

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## Content Outline:

S.No	Parameters	Modules	Description of Learning imparted
1	<b>Placement Aptitude</b>	<ul style="list-style-type: none"> <li>• <b>Quantitative Ability</b> - Number System, Speed and Distance, Ratio Proportion Variation, Averages Mixtures and Alligation, Time and Distance, Time and Work, Percentages, Profit and Loss, Simple and Compound Interest, Fractions, Clock, Boats and Streams, Partnership, Progression, Permutation and Combination, Probability, Stocks and Shares, True Discount, Odd Man Out and Series, Problems on Ages, Geometry and Mensuration, Simplification, Surds and Indices, LCM and HCF, Problems on Trains, Pipes and Cistern, Height and Distance, Area, Logarithm, Decimal Fraction, Sets and Union, Chain Rule, Volume and Surface Area</li> <li>• <b>Data Interpretation</b> - Venn Diagram, Bar Graph, Line Graph, Pie Charts, Tabular Data, Net Diagrams</li> <li>• <b>Logical Reasoning</b> - Cubes and Dices, Day Sequence, Blood Relation, Coding and Decoding, Clocks Calendar and Age, Puzzles, Direction and Senses, Series, Statement and Assumptions, Statements and Conclusions, Input and Output, Cause and Effect, Statements and Arguments, Decision Making, Data Sufficiency, Analogies, Symbols and Notations, Logical Problems, Logical Deductions, Course of Action, Inferences, Syllogism</li> <li>• <b>Verbal Ability</b> - Grammar Concepts, Antonyms, Spellings, Spotting Errors, Ordering of Words, Sentence Improvement, Ordering of Sentences, Closet Test, One Word Substitutes, Change of Voice, Verbal Analogies, Selecting Words, Sentence Formation, Sentence Correction, Completing Statements, Paragraph Formation, Fill in the blanks, Error Correction, Synonyms, Comprehension, Idioms and Phrases, Change of Speech, Para Jumbles</li> </ul>	<p>Sieger Training India has developed an extensive placement aptitude program that is highly customized to the students' community on the topics given</p>

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<p>2</p>	<p><b>Personal Interview</b></p>	<ul style="list-style-type: none"> <li>• <b>Overview: (Campus Recruitment)</b> <ul style="list-style-type: none"> <li>• Self-Audit: Knowing thyself</li> <li>• Job Audit: Knowing Job Market</li> <li>• The Personnel / job fit: Requirement &amp; Position Analysis</li> </ul> </li> <li>• <b>Self-Assessment Basics (Interview Oriented)</b> <ul style="list-style-type: none"> <li>• Functional/transferable skills checklist</li> <li>• Major strengths identification worksheet</li> <li>• Dimensions of occupational needs checklist</li> <li>• Professional goals</li> <li>• Selecting traits, skills and abilities for emphasis</li> </ul> </li> <li>• <b>The Job Interview</b> <ul style="list-style-type: none"> <li>• Five stages</li> <li>• Types &amp; Form of interviews</li> <li>• Pre-Campus Interview: what employers look for</li> <li>• What employers are looking for and What Candidates need to find out</li> <li>• Eight deadly sins of Campus Interviews</li> <li>• Negatives leading to rejection</li> <li>• Professional image guidelines for Campus Interviews</li> <li>• Most frequently asked interview questions and how to answer these effectively</li> <li>• Handling the “suicide &amp; tricky questions”</li> <li>• Handling illegal or inappropriate questions</li> <li>• Elements of interview etiquette</li> <li>• Salary negotiations</li> <li>• Interview close</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Here candidate get an opportunity to face mock interviews with Video Shoots</li> <li>• Students will get an opportunity to see their own performance and will get chance to correct them as well</li> <li>• Exchange information and come to tentative conclusions about “hiring” one another.</li> </ul>
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3	<b>Group Discussion</b>	<ul style="list-style-type: none"> <li>• What is GD?</li> <li>• Types of GD</li> <li>• Bring out your best in your Personal Introduction?</li> <li>• How to break-up time for Topic interpretation?</li> <li>• How to structure thoughts about the topic?</li> <li>• Initiation: It's all about bringing out the leader in you</li> <li>• Initiation Techniques</li> <li>• Closing Statement</li> <li>• Summary - Verbal and Written</li> <li>• Verbal Communication</li> <li>• Non-verbal Communication</li> <li>• Body Language</li> <li>• Eye Contact</li> <li>• Listening Skills</li> <li>• Interruption</li> <li>• Simultaneous Talks</li> <li>• Group Behaviour</li> </ul>	<p>At the group discussion a host of skills such as <b>communication, interpersonal, leadership, team building, problem solving, conceptualizing, out-of-the-box &amp; lateral thinking etc.</b>, are assessed and analyzed</p>
4	<b>Resume Building for your First Job</b>	<ul style="list-style-type: none"> <li>• An Introduction to the Resume</li> <li>• Types of Resumes</li> <li>• Preparing to Write Your Resume</li> <li>• Presentation</li> <li>• Professional Objective and Education Section</li> <li>• Experience if any</li> <li>• Skills Section</li> <li>• Honours and Awards if any</li> <li>• Activities and Interests</li> <li>• Bolstering Your Resume</li> <li>• Polishing Your Resume</li> <li>• Cover Letters</li> <li>• Scannable Resume</li> </ul>	<p>Sieger Training India will assist students in preparing the suitable format &amp; contents.</p>

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5	<p><b>Communication Skills</b> (Preparedness for their next journey)</p>	<ul style="list-style-type: none"> <li>• Understanding Communication &amp; Process</li> <li>• Push/Pull model of Communication</li> <li>• Best practices of verbal communication</li> <li>• Improving communication impact</li> <li>• Effective ways of expressing ideas and emotions through posture and gestures – Non Verbal Communication</li> <li>• Actions Speaks Louder than Words</li> <li>• Barriers of communication</li> <li>• Improve active listening (5 Step), questioning skills &amp; Being Empathetic. Tips &amp; Techniques</li> <li>• Skills of a Good Listener and Types of Listening (inactive, selective, active and reflective listening)</li> <li>• Assertiveness, Aggressiveness and Passivity</li> <li>• Assertiveness – The 4 Step Model</li> <li>• Inflection, Ambiguity, Pausing and Breathing</li> <li>• Frequently used words in Interview &amp; Job</li> </ul>	<ul style="list-style-type: none"> <li>• To give an over view of Communication skills</li> <li>• <b>Trainer to identify the key focus areas for each individual</b></li> <li>• Social Interaction (Interactions with, Faculties, Class mate, Outsiders, Students, Juniors and etc like College Officials ; Meeting Visitors; General)</li> <li>• Public Presentations (Discussions; Team Collaboration) - Preparation, Language, Delivery</li> <li>• Communication in Canteen &amp; Mannerism, During college hours, After college hours, with outsiders</li> </ul>
6	<p><b>Conversational / Speaking skills</b></p>	<ul style="list-style-type: none"> <li>• Conversational Levels, Style &amp; Skills</li> <li>• Speech correction – Extempore Impromptu</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Typical class room sessions involving participants</b></li> <li>• Extempore/ Impromptu sessions to cover individual feedback and areas of improvement that need to be reinforced</li> </ul>
7	<p><b>Presentation Skills</b></p>	<ul style="list-style-type: none"> <li>• Introduction To Presentation Skills</li> <li>• The Presenter - First Impressions, Non Verbal Communication, Voice, Face, Eyes, Gestures, Bad Habits, Preparation, Structure, Information and Data</li> <li>• Situational Dialogues</li> <li>• Visual Aids</li> <li>• Barriers to Effective Presenting</li> <li>• Presentation – practice</li> <li>• Presentation tools</li> </ul>	<ul style="list-style-type: none"> <li>• Reading sessions to cover individual feedback and areas of <b>speech speed, intonation, flow, clarity etc.</b></li> <li>• Team presentations to enhance team building and presentation skills accompanied by feedback regarding body language etc.</li> </ul>

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<b>8</b>	<b>Intellectual Grooming</b>	<ul style="list-style-type: none"> <li>• Self-Image Assessment</li> <li>• Confidence Boosters</li> <li>• Casual / Formal - Shoes / Socks</li> <li>• Hygiene &amp; Cleanliness</li> <li>• Discipline / Punctuality / Dining / Mannerism</li> <li>• Mobile Usage</li> <li>• Greeting / Giving Respect</li> <li>• Endpoint goals &amp; Result Language</li> <li>• Visualization On time performance</li> <li>• Managing delays &amp; Procrastinations</li> <li>• Assertive Behaviour</li> <li>• Team Player</li> <li>• Leadership Styles &amp; Practices</li> <li>• Creating a Stimulating Learning Environment</li> <li>• Making Your Visual Message Sizzle</li> <li>• Self-Motivation – Video Based</li> </ul>	<ul style="list-style-type: none"> <li>• Attitude Reengineering</li> <li>• Confidence Building</li> <li>• Goal Setting</li> <li>• Managing Time &amp; Stress</li> <li>• Team Building</li> <li>• Leadership</li> <li>• Self-Motivation</li> <li>• Creativity</li> </ul>

## Course Duration

**Option 1: 30 Hours i.e., 5 day Workshop**

**Option 2: 60 Hours i.e., 10 Days Workshop (for Optimum Result)**

## Other Details:

- 50% advance payment has to be made along with the confirmation letter and balance on the last day of the program;
- All payments must be made by cheque/online transfer etc., drawn in favour of **Sieger Training Consultants Pvt. Ltd;**
- Facilitators Food & FN/AN Beverages along with snacks have to be taken care by the client;
- Clients will have to arrange LCD, Speakers, Mike on their own;
- Cancellation of confirmed programmes shall be intimated one week in advance else 50% of the total charges shall be applicable;
- Client will recognize the intellectual property rights of Sieger Training and such materials are not to be copied without prior written approval of Sieger Training;
- Take all responsible steps to hold all Sieger Training copyrighted materials confidential to Client;
- Guarantee that no training will be conducted using Sieger Training concepts or material is carried out for employees of Client and Client shall not use Sieger Trainer's without the knowledge of Sieger Training Consultants (P) Limited;
- Ensure that any materials of Sieger Training supplied to internal employee(s) are retained by Client and or returned to Sieger Training in the event that the employee(s) ceases to be employed by the company;
- Ensure that no substantive modification of course design or content occurs without the prior written permission of Sieger Training, which shall not be withheld unreasonably;
- Treat this agreement as confidential and not divulge its contents to third parties;
- Inform Sieger Training of any internal procedures for the payment of invoices.

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