

# NEATmet™ Job Readiness Program

## Schedule of Online LIVE Masterclasses

Cohort – NOV 2022 | Starts from 14/11/2022

Timing of Online Classes: 7:00pm to 9:00pm

Sessions	Dates	Topics
<b>Aptitude Test Preparation (30 hrs.)</b>		
Session - 01	14/11/2022	Problem Solving Techniques
Session - 02	16/11/2022	Percentage
		Profit and Loss
Session - 03	18/11/2022	Time and Work
		Time, Speed and Distance
Session - 04	21/11/2022	Number Systems
Session - 05	23/11/2022	Simple and Compound Interest
Session - 06	25/11/2022	Ratio and Proportion
Session - 07	28/11/2022	Coding and Decoding
		Direction Sense
Session - 08	30/11/2022	Series
		Blood Relations
Session - 09	02/12/2022	Puzzles
Session - 10	05/12/2022	Bar Graph
		Pie Charts
Session - 11	07/12/2022	Line graphs
		Tabular Data
Session - 12	09/12/2022	Grammar Concepts
Session - 13	12/12/2022	Error Correction
		Fill in the blanks
Session - 14	14/12/2022	Vocabulary
Session - 15	16/12/2022	Comprehension
<b>Basic IT Skills Enhancement (4 hrs.)</b>		
Session - 01	19/12/2022	Computer Fundamentals
		Operating Systems
Session - 02	21/12/2022	Microsoft Office
		Email Clients

# NEATmet™ Job Readiness Program

Resume & Cover Letter (4 hrs.)		
Session - 01	23/12/2022	Writing Resume
		Resume Styles
Session - 02	26/12/2022	Writing Cover Letter
		Job Posting Response
Interview Preparation (10 hrs.)		
Session - 01	28/12/2022	Facing Interviews
		Etiquette and Manners
Session - 02	30/12/2022	Structured Interviews
		Unstructured Interviews
Session - 03	02/01/2023	Telephonic Interviews
		Group / Panel Interviews
Session - 04	04/01/2023	Self-Introduction
		Behavioral Questions
Session - 05	06/01/2023	Technical Interviews
		HR Interviews
Soft & Life Skills Enhancements (10 hrs.)		
Session - 01	09/01/2023	Problem Solving
		Critical Thinking
Session - 02	11/01/2023	Effective Communications
		Decision Making
Session - 03	13/01/2023	Creative Thinking
		Interpersonal Relationship
Session - 04	16/01/2023	Self-Awareness Building
		Empathy
Session - 05	18/01/2023	Stress Management
		Emotion Handling
Career Counselling (2 hrs.)		
Session - 01	20/01/2023	Job Market
		Career Options
		Job Searching
		How to Apply for Jobs