

## Orientation Pprogram

Topic	Objective	Time
Office Organization	<ul style="list-style-type: none"> <li>Understand Organization and its components</li> </ul>	1 Hour 30
Introduction	<ul style="list-style-type: none"> <li>Brief History and Organizational Structure of ICAI</li> </ul>	1 HOUR 30
Goal Setting & Accountability	<ul style="list-style-type: none"> <li>Understand the importance of personal goal in one's life and the process of Goal Setting</li> </ul>	1 Hour 30
	<ul style="list-style-type: none"> <li>Understand the importance of Accountability and Ownership</li> </ul>	
Office Etiquettes	<ul style="list-style-type: none"> <li>Understand what Etiquette is and what all Etiquettes to be followed in the Office</li> </ul>	1 Hour 30
Self Analysis, Planning & Prioritizing	<ul style="list-style-type: none"> <li>Learn about different techniques of Self Analysis</li> </ul>	3 Hours
	<ul style="list-style-type: none"> <li>Learn about Planning and its importance</li> </ul>	
	<ul style="list-style-type: none"> <li>Learn about Prioritizing, benefits and tools for Prioritizing</li> </ul>	
Art of Questioning and Curious Questioning	<ul style="list-style-type: none"> <li>Learn to ask fruitful questions</li> </ul>	1 Hour 30
	<ul style="list-style-type: none"> <li>Understand the importance of curious questioning</li> </ul>	
Group Discussion & Debate	<ul style="list-style-type: none"> <li>Understand Group Discussion and the key skills required</li> </ul>	1 Hour 30
	<ul style="list-style-type: none"> <li>Understand why we form groups and group dynamics</li> </ul>	
	<ul style="list-style-type: none"> <li>Understand roles to be played and avoided in Group Discussion</li> </ul>	
Attitude, Values and Ethics	<ul style="list-style-type: none"> <li>Learn about Attitude and Values</li> </ul>	1 Hour 30
	<ul style="list-style-type: none"> <li>Learn how the values are formulated</li> </ul>	
	<ul style="list-style-type: none"> <li>Influence of culture on values</li> </ul>	
	<ul style="list-style-type: none"> <li>Learn how to work ethically</li> </ul>	
Corporate & Commercial Laws	<ul style="list-style-type: none"> <li>Know the importance of Corporate Law</li> </ul>	1 Hour 30
	<ul style="list-style-type: none"> <li>Know about various Commercial Law</li> </ul>	
	<ul style="list-style-type: none"> <li>Understand various compliance requirements</li> </ul>	
Reading and Comprehension Skills	<ul style="list-style-type: none"> <li>Understand the importance of reading skills in business communication</li> </ul>	1 Hour 30
	<ul style="list-style-type: none"> <li>Identify and learn reading techniques</li> </ul>	
	<ul style="list-style-type: none"> <li>Learn comprehension reading strategies</li> </ul>	
Time Management	<ul style="list-style-type: none"> <li>Learn about Time Management and time wasters</li> </ul>	1 Hour 30
	<ul style="list-style-type: none"> <li>Learn various tools of time management</li> </ul>	
	<ul style="list-style-type: none"> <li>Learn time management process and ways to overcome procrastination</li> </ul>	
Comparison between Inter firm and Intra firm	<ul style="list-style-type: none"> <li>Understand the Inter firm and Intra firm comparison</li> </ul>	3 Hours
	<ul style="list-style-type: none"> <li>Need for both the techniques</li> </ul>	
Business Environment- Indian & Global	<ul style="list-style-type: none"> <li>Understand the business scenarios</li> </ul>	1 Hour 30
	<ul style="list-style-type: none"> <li>Feel confident</li> </ul>	
	<ul style="list-style-type: none"> <li>Understand various factors affecting business</li> </ul>	
Managing Ambiguity	<ul style="list-style-type: none"> <li>Understand problem solving process and the skills required</li> </ul>	1 Hour 30
	<ul style="list-style-type: none"> <li>Learn to handle ambiguous situations</li> </ul>	

Introduction to Effective Communication & Listening Skills, Conversational Skills & Interpersonal Skills	<ul style="list-style-type: none"> <li>Understand what is effective communication, know &amp; overcome the barriers in communication, importance of listening, tips to improve listening etc.</li> <li>Learn about Conversational Skills</li> <li>Learn and demonstrate good Interpersonal Skills</li> </ul>	3 Hours
General Management	<ul style="list-style-type: none"> <li>Planning, Organizing, Staffing, Directing, Control; Role and Responsibilities of Managers at different levels</li> </ul>	3 Hours
Executive Presence	<ul style="list-style-type: none"> <li>Understand the practical benefits of Personal Grooming</li> <li>Learn some tips on Personal Grooming</li> </ul>	3 Hours
Business Communication	<ul style="list-style-type: none"> <li>Understand the benefits of effective Business Communication</li> <li>Learn how to excel in all areas of written Business Communication</li> </ul>	1 Hour 30
Articulation Skills	<ul style="list-style-type: none"> <li>Understand the need of Articulation Skills in verbal communication</li> <li>Identify and learn various articulation techniques used in communication</li> </ul>	1 Hour 30
Extempore by the student	<ul style="list-style-type: none"> <li>Learn about Public Speaking and fears associated with it</li> <li>Tips to start with confidence</li> <li>Speaking in the class on a given topic - about the student, family background or any other topic given by the trainer (as a Psychometric Test)</li> </ul>	4 Hours
Critical and Independent Thinking	<ul style="list-style-type: none"> <li>Learn to think critically</li> <li>Learn to think without any influence</li> </ul>	1 Hour 30
Motivation – self and others	<ul style="list-style-type: none"> <li>Learn different motivational theories</li> <li>Learn what keeps people motivated in an organization</li> </ul>	3 Hours
Working in Teams/ Relationship Management	<ul style="list-style-type: none"> <li>Learn about Team Work and its importance</li> <li>Understand stages in team development</li> <li>Learn characteristics of high performing team and ineffective team</li> </ul>	1 Hour 30
Introduction to Financial Analysis	<ul style="list-style-type: none"> <li>Understand the need of Financial Statement</li> <li>Key indicators</li> <li>Users of Financial Statement</li> </ul>	1 Hour 30
Extempore by the student	<ul style="list-style-type: none"> <li>Extempore by the student about his/ her experience and knowledge gained in the training and how it can be used in his future profession (as a Psychometric Test)</li> </ul>	6 Hours
BOOK REVIEW	<ul style="list-style-type: none"> <li>Understand the basic concept of critical review</li> <li>Identify and learn steps to write critical review of a text</li> </ul>	1 Hour 30
Preparation of Project Report	<ul style="list-style-type: none"> <li>Understand the content and importance of Project Report</li> </ul>	1 Hour 30
Data Analysis & Research Methodology	<ul style="list-style-type: none"> <li>Understand the Data Analysis Research methodologies</li> </ul>	1 Hour 30
Different Sectors (Banking, Financial Service, Manufacturing) and their significance	<ul style="list-style-type: none"> <li>Know various sectors</li> <li>Growth rate and significance of each sector</li> </ul>	1 Hour 30
Making PowerPoint Presentations	<ul style="list-style-type: none"> <li>Understand the elements of presentation</li> <li>Learn to make PowerPoint presentation effective</li> <li>Learn to structure your presentation</li> <li>Giving presentation in the class on a given topic</li> </ul>	3 Hours

Requisites for Effective Presentations	<ul style="list-style-type: none"> <li>• Understand the content for effective presentations</li> <li>• Importance of effective presentations</li> </ul>	3 Hours
<b>Case based presentations related to Industries with Key Messages for Effective Decision Making</b>	<ul style="list-style-type: none"> <li>• <b>Understanding of the Industry cases and drawing inferences for Effective Decision Making</b></li> </ul>	<b>6 Hours</b>
Academic and Technical Guidance	<ul style="list-style-type: none"> <li>• Articled Training in CA Course</li> </ul>	3 Hours
	<ul style="list-style-type: none"> <li>• Different Areas of Services rendered by a CA</li> </ul>	
	<ul style="list-style-type: none"> <li>• Emerging areas for articleship experience – GST, Internal audits IND AS, Project Finance etc</li> </ul>	
Search Engine	<ul style="list-style-type: none"> <li>• Understand the need of Search Engines</li> </ul>	3 Hours
	<ul style="list-style-type: none"> <li>• Tips for better results</li> </ul>	
Practical/ Testing of Verbal Skills	<ul style="list-style-type: none"> <li>• Seminars on Recent Topics (to be evaluated)</li> </ul>	6 Hours
	<ul style="list-style-type: none"> <li>• Submission of Project Report (to be evaluated)</li> </ul>	
Practical/ Testing of Writing Skills	<ul style="list-style-type: none"> <li>• Evaluation of Writing Skills on the topic given by the trainer</li> </ul>	6 Hours