



BOSCH

SOFT SKILLS DEVELOPMENT CENTRE

By and large, the students, otherwise potentially able, coming from rural background lack abilities of expression, communication, presentation and for want of formal orientation of such soft skills, forfeit the job opportunities. Formal orientation and training towards developing soft skills would certainly help the students in getting employment. With this view, the college establishes the 'Soft Skills development centre integrating it with Vocational Guidance and Placement cell which is already operational.

Objectives:

To enhance the employability of the youths pursuing higher studies through instilling soft skills such as Communication skills, public speaking, English proficiency, digital/computing skills, Interview techniques- oral, telephonic, video conferencing, digital presentations, personality grooming.

Activities:

1. Organising lectures, workshops, seminars, demo sessions on the soft skill modules
2. Conducting short courses related to soft skill development
3. Organising mock interviews, group discussions, public speaking
4. Organising demo sessions on mannerism, personality development, positive attitude, stress management, mock interviews, interactive sessions
5. Promoting digital/smart technologies/practices among the students
6. Orienting the students on how to write resume, curricular vitae, job applications, Bio-data
7. Maintaining the register of activities, beneficiaries
- 8.

Contacts:

1. Dr. S.S. Potbhare Coordinator – 9921933728

Bosch Soft Skills Training Programme-2023



‘BOSCH BRIDGE’ Training Programme Kit Distribution Photo-2023

Prof. Sambhajirao Kadam College, Deur (Satara)

‘BOSCH BRIDGE’ Training Programme

Students List-2023

Sr.	Name of the Students	Class	Village	Phone No.
1	Bhagat Rupesh Maruti	B.Sc.	Jalgaon	9834314578
2	Bhosale Vaishanv Sunil	B.A.	Jalgaon	7083840356
3	Shinde Snehal Dipak	B.Com.	Asangaon .	8080970624
4	Gade Sanjivani Rajesh	B.Sc.	Nandwal.	9665191730
5	Thombare Vaishnav	B.A.	Adarki	7709850863
6	Nimbalkar Omkar Satish	B.A.	Adarki	9766657260
7	Bhoite Rohan Sunil	B.A.	Deur	8600308074
8	Pawar Aditya Shrinivas	B.Voc.	Satara road	8530445668
9	Awade Rohit Shashikant	B.A.	Post.Bhaktwad	7972560969
10	Nimalkar Shubham	B.A.	Adarki	9156834898
11	Kolpe Kirti Appaso	B.A.	Salpe	8767829772
12	Vedpathak Vaishnavi	B.Com.	Anapatwadi	9112767723
13	Anapat Vishakha Sandip	B.Com.	Anapatwadi	8010459252
14	Phalke Ajit Ashok	B.Com.	Satara road	8262892226
15	Deshmukh Dheeraj	B.A.	At. Post	7798284037
16	Chavan Rajendra Suresh	B.A.	Dahigaon	8308600788
17	Dhumal Prajwal Gajanan	B.Com.	Sonke	9767851398
18	Sawant Priyanka Prakash	B.Com.	Khamkarwadi	9607284853
19	Dalvi Pooja Arun	B.Com.	Khed	7249386220
20	Wagh Shubhangi Jayshing	B.Com.	Khed	9096334967
21	Dorke Sonu Cintu	B.A.	Deur	7083047457
22	Nabab Alisha Arif	B.Com.	Deur	9309216589
23	Nabab Asma Arif	B.Com.	Deur	8767000578
24	Nabab Fiza Asif	B.Com.	Deur	7387571443
25	Inamdar Iram Badruddin	B.Com.	Deur	9960601124

Bosch Soft Skills Training Programme

12/28/21, 11:15 AM

Gmail - Fwd: !! Congratulation !! New BRIDGE center under Bosch CSR skilling program



Ranjit Kadam <ranjitekadamdeur@gmail.com>

Fwd: !! Congratulation !! New BRIDGE center under Bosch CSR skilling program

bharat bhosale <bnbhosale15@gmail.com>
To: Kadam Ranjit Eknath <ranjitekadamdeur@gmail.com>

Tue, Dec 28, 2021 at 11:11 AM

Get the Printout of email and attachment

----- Forwarded message -----

From: Bosch India Social Engagement <csr@in.bosch.com>

Date: Mon, Dec 27, 2021 at 11:19 AM

Subject: !! Congratulation !! New BRIDGE center under Bosch CSR skilling program

To: bnbhosale15@gmail.com <bnbhosale15@gmail.com>

Cc: BHARTI SITESH (Bosch India Foundation, RBIN/PJ-BIF) <SITESH.BHARTI@in.bosch.com>, Mohanty Pradyumna (RBIN/PJ-BIF) <Pradyumna.Mohanty@in.bosch.com>, komal7840@gmail.com <komal7840@gmail.com>

Dear Dr. Bharat,
!! Greetings & Congratulations !!

We are pleased to welcome you as a BRIDGE center under Bosch CSR skilling program at Satara, Maharashtra.

Sharing attached soft copy of center approval letter for your kind reference & hard copy will also be dispatched soon.

For any further query or clarification, please feel free to reach out to us.

Wish you a very successful BRIDGE journey ahead in your center.

• Thanks.

Best regards

Dr O P Goel

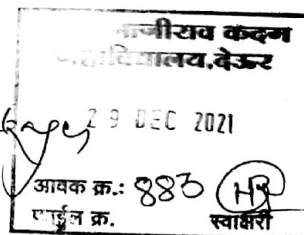
Head - Bosch India Foundation,

CSR & Skill Development

Member steering committee : Prime Minister's Kaushal Vikas Yojana

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Dr. P. E. Kadam
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BOSCH

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Prof. Sambhajirao Kadam College
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Dist Satara, Maharashtra- 415524
Mobile - 9561005082

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Bangalore - 560 030
India
www.boschindia.com
CIN : L85110KA1951PLC000761

Tel. : 080 67522131

Fax :

Date 23-12-2021

Your ref/date

Our ref BB 2.0 / 848

Subject: Provisional Empanelment to conduct Bosch 'BRIDGE' Program

Dear Dr. Bharat,

This has reference to your application date nil and your center interest to get empaneled to conduct BRIDGE program.

We would like to mention that the empanelment of your center is being offered as a part of Bosch CSR BRIDGE program, free of charge, with following understanding.

1. Bosch will support in providing soft copy of the student learning materials to your center which should be used strictly as per Bosch Guidelines.
2. One trainer from your center would be given an opportunity to undergo BRIDGE Train the Trainer program, if approved by Bosch. Approved trainer will be invited for an online "Train the trainer" program. Bosch will not charge any training fee. Bosch's decision to accept or reject a trainer for this training of trainer program will be final and binding.
3. Bosch, will if the assist and support the placement of students (with the employers in organized/semi-organized sector) enrolled in Bridge course who pass in the assessment conducted by Bosch. We would like to emphasise that Bosch stands no guarantee and does not take any direct responsibility to ensure placement. There are NO JOBS in Bosch.



BOSCH

Our ref.


Sheet

This offer is valid up to completion of one batch before 31/12/2022 and will automatically expire thereafter. Based on your center's performance, Bosch may decide to continue BRIDGE program in your center further. A decision towards this will be communicated in writing, which will be final and binding.

We wish you a very successful BRIDGE journey in your center.

Thanking you,

Yours faithfully,
For BOSCH LIMITED


Dr. O. P. Goel
Senior General Manager
Head – Bosch India Foundation,
CSR & Skill Development


Acknowledgement

I have gone through & understood the document and agree to follow company terms & guideline.

Name

Seal & stamp

Date


Dr. B. M. Ghosale
Prof. Sanshodhan Kadam College,
Dahanu, Dist. Dahanu.



29/12/2021

Signature by Head of the center/Institute:



BOSCH
Invented for life

BRIDGE

Bosch's Response to India's Development and
Growth through Employability Enhancement

CURRICULUM



EMPLOYABILITY SKILLS

Foreword



Dear BRIDGE student,

It gives me immense pleasure to welcome you to the BRIDGE program. This award-winning program was started by BOSCH in 2013 especially for young people like you who have the desire and determination to get a good first job and move up in life and career.

The next two months of BRIDGE classroom training followed by one month of on-the-job training (internship) will equip you with the right set of job skills and industry-specific skills, which today's companies are looking for in job seekers. Your ability to speak in English, operate a computer, work in a team and attend a job interview will improve through BRIDGE.

This curriculum book presents an overview of what you will learn in BRIDGE. Besides the course content, the BRIDGE Trainers will also make a significantly positive difference in your life by guiding and mentoring you on life skills and job skills. Many thousands of youngsters, who did not have a job before or needed the essential soft skills, have found this program to be very useful. In a span of four years since 2013, over 14,000 youth have been trained and placed across India in the service sector. And the number is still growing every single day!

Our aim is to ensure that YOU will be able to improve your life skills and job skills remarkably through the BRIDGE program and get a gainful employment, which will help you to shape your future better. For the BRIDGE Team, nothing makes us happier than to see you succeed. So even after completing this program, do keep in touch with us and update on your progress. Your success story will inspire many other youngsters like you to realise their potential. We hope you enjoy learning at BRIDGE.

Wishing you all the best!

Sincerely,

Dr. O. P. Goel
General Manager-Corporate Social Responsibility &
Head-Bosch Vocational Training (India)
Bosch Limited

The BRIDGE Training is conducted for 3 months from 9 am to 5 pm. The classes in the 8 Modules as given below will be conducted for 1 week each and On-the-Job Training (Internship) will be for 4 weeks. One hour every day Spoken English, Value Education and Computer Training is given every day.

Training Methodology is mostly activity based by focusing on interaction and group discussions, Role Plays, Games, Simple examples and Demos. These are augmented by PowerPoint presentations and Practical trainings.

Sl. No.	Module Name	Sub Topics	Learning Outcomes
1.	Life Skills	Ethics, Integrity, Value Education, Responsibility, Spoken English, Law and Regulation, Respect, Sharing Respect, Love for Work, Punctuality, Developing Passion at Work, Save and Invest, Expenditure, Productivity	Understanding ethical values, principle, personal behaviors. Concept of responsibility, sense of responsibility, benefits and demonstration. Understand the importance and need for law; Ability to convey respect and express sensitivity. Reflect on the job and career interests, being punctual, taking ownership. Money management, Demonstrate enhanced productivity
2.	Communication Skills	Types, Elements, Barriers of communication; Types of Listening, Interpersonal Communication, 7C's of communication, Team meeting, Effective communication, Self-Introduction	Understand the basic concept, need and forms of communication. Identifying and evaluation ways of studying cross cultural and intercultural communication. Methods and strategies of effective communication. Understand the purpose and positive effects of listening. Importance of interpersonal skills. Effective participation in team meetings. Maintaining personal space and being alert while conversing and being attentive.
3.	Customer Service	Customer Service Skills, Customer Expectations, Customer Service Excellence, Customer Satisfaction, Customer Service Exercise, Effective Customer Service Principles, Customer Service Principles, Customer Conversations, Industry Case studies; Catering to different customers, Empathetic Listening	Importance of Customer service, trends, types of customer and service quality and fulfilling customer needs and expectations. Creating positive impressions among customers. Setting clear expectations with customers and understanding the mindset. Applying the Ten commandment of customer service, adapt to customer behaviors styles, how to measure customer satisfaction levels and take corrective actions. Recognize barriers to the delivery of outstanding customer service and using techniques for handling various kind of customers

Personality Development	Learning and Unlearning, Culture and Grooming, Dressing Sense, Appearance, Grooming, Tone, Smell, Aspects of Personality, Communication Etiquette, Personal Space, Positive Attitude, Business Etiquette	Self-Awareness, Interact with and influence others, Self-realistic and personal learning goals, Understanding the link between culture and grooming, First impression creating, Self-grooming in professional environment, Learning to present with style and grace;; Enhancing pronunciation and voice modulation, Inculcating personal hygiene habits, Enhance quality of relations, Enhancing professional conduct, understand the idea of personal branding, Demonstrative positive attitude, Develop business and social etiquette, Polished business manners
Self-Presentation	Interview and Process, Searching for a Job, Contents of a Resume, Steps to Prepare a Resume, Dress Code for Job Interviews, Facing an Interview, Team building Activity, Facing an Interview, Greeting professionally, Essentials of a Perfect Candidate, Interview Best Practices	Preparing for a job interview, process, and types of interviews and standing out among other candidates, selecting a suitable job role, Importance of a resume, Defining career objectives, preparation of resume in a professional way, Enhance the ability to handle casual and formal situations in terms of personal grooming, Face the interview confidently, Establishing rapport, Self-introduction, Identify types of handshake, Develop interview skills, Good preparation for key interview questions, Effect on the experience
Industry-Specific Skills	Automobile Industry, Vehicle Types, Cars & Two Wheeler Industry, Job role specifications, Job Descriptions, Type of Aggregates,	Define Automobile Industry in India, difference types of vehicles, Learning the car and Two wheeler models and explaining about them, Plan/build career in Car/Two wheeler Industry, describe and define different job roles, aggregates in vehicles, Describe the parts and accessories in vehicles,
Job-specific Skills	Job roles, Industries Overview, Role specific skills, Data Analysis, Teamwork, Information Analysis	Identifying job description and role of specific skills, defining industry and different sectors, Analyze, judge, define, question, organize and prioritize information, understanding manager's /company's priorities for job goals
Community Service	Introduction, Visit to the designated institution, Spoken English	Knowing the importance of community service, Reduce stereotypes, Applying new energy, enthusiasm, perspective and develop greater involvement, Gaining better hands-on on Computers and Spoken English
On-the-Job Training (Internship)	Organization's Policy and procedures, Tour and Staff Introduction, Supplies and workplace Equipment, Prepare report, Learning for the day, Performing assigned job roles and updating the daily dairy	Understand the organization, Reflect broad conceptual knowledge and adaptive vocational and generic skills, Develop a broader understanding of the tasks, Meeting the minimum performances, to achieve the goal successfully, define hands on experience in the industry

Value Education	Personal Growth, Life and Work Values, Individual and Group Behaviors, Work Life Balance, Cultural Diversity, Rights and Duties, Compassion, Self Esteem, Tolerance, Self-evaluation of effectiveness, Accountability	Reflecting on the role of values in one's life
Spoken English	Alphabets, Vowels and Accent, Simple words, Phrases, Paragraphs, Basic Grammar	Learning English language (spoken, reading, writing)
Computer Skills	Learning Basic Computers, MS Office	Concepts of Hardware and Software and Operation of MS Word, Excel, Power Point, Internet