

Dear Students,

Soft skills training projects are not only an essential part of training at SinGem, they constitute the vital base on which you can build your career.

Objectives:

- To provide theoretical knowledge base to your practical skills.
- To enable students to optimize their sales capabilities for wholesale & retail trade.
- To acclimatize students with general office operations / administration functions & systems management.
- To expand social network & create positive public image of student with view to create client base for future.
- To create human linkages for future contact as professional and business resources.

Mechanism:

Classroom Training CRT : Soft Skills Training SST in ratio of 1 : 1 to run simultaneously with each other.

Target Per Module:

Sl. #	Category	Description	Target	Industry	Credits
A	Research	PPP (10 Slides) Technical: Appreciation, Markets- 1:1	1 PPP	Any	3
B	B2B Sales*	New Client Conversion in wholesale/ channel / sales upto 6k	1 SALE	Any	4
C	B2C Sales*	Sale of Dia/ CS/ DSJ (On Order/ Ready) to New end-consumer (family, friends, relations, neighbors) upto 15k	1 SALE	G&J	4
D	Operations- Outdoor	Live : Data Base Collection / Surveys/ Visit to Market/ Exhibition/ Showroom/Office: Human resource generation project on behalf of All-India GJP Federation	5 FORMS / 1 VISIT (3Hrs)	G&J	1
E	Operations- Indoor	Online Research : Data Entry/ UPLOADS/ DIGI- CATALOG	30 designs	G&J	1
F	Operations- Administration	Reporting, Filling, Cash Mgmt, A/Cs, Invoicing, Bank, Inventory Mgmt, Office Purchases, etc.	2 HOURS	Any	3
G	Social Service	Own Effort/ Join Existing Organization offering interactive opportunities with co- volunteers from potential background	2 HOURS	Any	2
		Total Credits			18

*Extra Credits: B2B: 1 Credit Every 2K above 6K per sale. Max. Credits: 7 per sale
 B2C: 1 Credit Every 5K above 15K per sale. Max. Credits: 7 per sale
 OPR O/D: Every 3 hours over initial 3 hours = 1 extra Credit
 PPP: Every 5 extra slides = 0.5 credits Max. Credits: 5 per PPP

Suggestions for Social Service activity:

1. Membership and active participation in organizations like LIONS/ROTARY CLUB etc.
2. Lead role in organizing 'free services/repairs camp' for any product or service.
3. Organizing / Participating in special Sunday activity involving other volunteers in own neighborhood.

Notes:

1. Project substitution and alternative project choices may be made only subject to discretion of supervisor.
2. Minimum Credit Targets may be completed across categories.
 - a. SinGem Trained Fresher Job Seekers/PTU: 13.5 credits per module
 - b. Non- SinGem trained Freshers: 108 credits under supervision of PCO against payment of Rs. 4000/- for consideration in active list. Alternatively, first month salary equivalent immediately upon placement.
 - c. Aliah: 18 hours of office internship @ SinGem per module
 - d. Others: 8 credits per module special sanction PPP: 2 (6 credits), Digi- catalogs: 2 sets (2 credits)
3. Projects may be completed at SinGem centers, family owned businesses, home, or at other venues subject to project suitability and final discretion of PCO supervisor.
4. Non-timely completion of Projects will automatically lead to suspension of classroom training.
5. Submission of Learning Note, Employer Certificate (if applicable), photos etc. is mandatory.
6. B2C sales of imitation/ costume jewelry may be considered for 1 credit for every 2 sales or Rs. 400/- (whichever being lower).
7. Freshers are defined as individuals with less than 6 months of full- time work experience and need to submit clearance certificate from PCO before active consideration by SinGem Jobs.

Co-ordinators:

B2C Sales	Ayushi Shah	033-30523716	Time: 10.00 – 05.00 p.m.	corp@singem.org
PCO Supervisor	Shilpa Gupta	033-30523720	Time: 10.00 – 05.00 p.m.	pco@singem.org
Online Support	Priyanka Somani	033-30523724	Time: 1.00 – 5.00 p.m.	events@singem.org