



DAVAR'S
COLLEGE

(A NANI DAVAR VISION)

As long as you are green, you are growing.



**PERSONALITY
ENRICHMENT
AND
PUBLIC SPEAKING**

Twin Certificate Course



3rd
Counter

'Caring commitment to the students!'

A UNIQUE CERTIFICATE COURSE

This one-of-a-kind certificate course from Davar's is designed to equip you with poise and personality and instill in you the confidence necessary to meet all eventualities in the business environment and in the public domain.



Dr. Nani S. Davar

The Late **Dr. Nani S. Davar** - Ph.D., S.M. (MIT USA) F.C.A. F.I.C.S. (Lon.), Former Principal, is a respected name for devising various career oriented courses, which have led students to highly successful careers in blue chip companies, for more than 50 years.

Mrs. Puran N. Davar, M.A., Principal, has been involved in planning courses and training for over four decades.



Mrs. Puran N. Davar

CERTIFICATE COURSE CONTENTS

PERSONALITY ENRICHMENT

- Introduction to Personality Enrichment
- Finer Points of Conversation / Behaviour
- Good Grooming - Hair Care, Hair Styling, Skin Care
- Public Relations
- Table Manners
- Magic Laws of Success
- Attitude & Motivation
- Inter-Personal Skills
- Customer Relationship Management (CRM)
- Stress & Time Management
- Interviewing Skills & Group Discussions
- Business Ethics



PUBLIC SPEAKING

- Mechanics of Public Speaking, ➤ Voice Culture
- Audience Analysis, ➤ Speaking with Confidence
- Body Language.

COURSE DETAILS

Duration : 14 Sessions of 2 hrs. each
(SUNDAY/WEEK DAY BATCHES)

Timings : 10.30 a.m. - 12.30 p.m.

COURSE FEES

Rs. 3900 + Rs. 100 Entrance

PLUS SERVICE TAX AS APPLICABLE

Please make cheques payable to "Davar's College of Commerce, Secretarial Studies & Services". Fees once paid are not refundable under any circumstances.

COURSE CO-ORDINATOR

Mrs. Arzan Rikhye - Senior Executive.

CAUTION

To enrol for the correct course, please ensure that the enrolment form issued to you bears Davar's Collge of Commerce, Secretarial Studies & Services. Please also note that it is the only division of Davar's authorised to conduct this Course.

COUNSELLING

- Mrs. Puran N. Davar (PRINCIPAL)
- Mrs. Arzan Rikhye (SENIOR EXECUTIVE)
- Mrs. Silloo A. Chinigar
(DIRECTOR - SECRETARIAL STUDIES)
- Mrs. Lalitha Iyer (SENIOR EXECUTIVE)
- Mrs. Roshan Khambatta (DIRECTOR -
PLACEMENTS & MANAGEMENT STUDIES)

HEAD OFFICE

Mulla House, Rear Entrance,
(Opp Bombay House)

3rd COUNTER, 3rd Floor,
Homi Modi Cross Street No.1,
Flora Fountain,
Mumbai 400 001.

Tel: 22045072, 22022549, 22041451

Fax: 22853453

Email: davarsec2000@rediffmail.com

davarsmanagement@rediffmail.com

(WE HAVE NO OTHER BRANCHES &
PHONE NUMBERS)

Division of Davar's College of Commerce, Secretarial Studies & Services™

A Vocational Training Institute



DAVAR'S
COLLEGE
(A NANI DAVAR VISION)



As long as you are green, you are growing.