

**Learning in Two Stages:**

1. **Before starting your job**
2. **Academic, ii Non-academic**

 **b. After starting your job (On job training)**



ID: -23- Name: CGPA:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Area** | **Area** | **Present Condition** | **Target** | **Complete by** | **Remark** | **OK** |
| Computer Skills | MS PowerPoint | 25 | Professional level - 100 | August -2020 | Youtube | √ |
| MS Word  |  | Professional level |  |  |  |
| MS Excel  |  | Professional level |  |  |  |
| Basic Hardware  |  | Workable |  |  |  |
| Download, Setup windows, E-mail |  | Workable |  |  |  |
| Type without looking – English + Bengali |  | Workable |  |  |  |
| Typing Speed | English |  | Targeted WPM: 35 |  |  |  |
| Bangla |  | Targeted WPM: 20 |  |  |  |
| Graphics Design |  | Workable |  |  |  |
| Video Editing |  | Workable |  |  |  |
|  |  |  |  |  |  |  |
| English | Basic Grammar |  | Noticeable improvement |  |  |  |
| Listening |  | IELTS Score: 5.5/6 |  |  |  |
| Speaking |  | IELTS Score: 5.5/6 |  |  |  |
| Writing |  | IELTS Score: 5/6 |  |  |  |
| Reading |  | IELTS Score: 5/5.5 |  |  |  |
|  |  |  |  |  |  |  |
| Co-Curricular Activities | 1. |  | Develop / Improve Communication Skill |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| Social Work | Will contribute in  |  | Betterment of society + communication skill |  |  |  |
|  |  |  |  |  |
|  ProfessionalNet working | Professionals of Textiles/Apparel, preferably working where you want to develop career  |  | At least 10 professionals who are in work + Close knitting with friends  |  |  |  |
| Others | Reading Newspaper – daily(Preferably English) |  |  |  |  |  |
|  | Continuous Learning  |  |  |  |  |  |