



**Colonel's Academy for Professional Excellence**  
**Estd: 1996 & Regd: 2012**

**10 Days Module: Code of Conduct for SSB Preparation or any Competitive Examination**

<b>CAPE</b>	<p>It was established immediately after pre-mature retirement in 1996 but registered in 2012 as CAPE-Assessment Center at Indore/ Ahmedabad.</p> <p>The first step towards success by any corporate or government organization is, acquiring the Knowledge, its management and utilizing it by putting it into the practice. This step is the most difficult, but once mastered, no one will be able to beat such an organization in its march towards success in today's competitive world. <b>CAPE has been constituted to provide the requisite inputs for institutionalized training (Corporate, educational institutions, competitive examination like NDA/CSD).</b></p>		
<b>Vision</b>	<p>Professional Excellence in every organisation we touch. We believe what Aristotle said <i>aeon ago</i>, "Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit."</p>		
<b>Mission</b>	<p>To <b>develop</b> the personnel of <b>Educational Institutes, Corporates and Government Organisations</b> with <b>Key Skills</b> required for <b>facing challenges</b> of the 21<sup>st</sup> Century by providing <b>customized</b> in house and out bound <b>training</b>.</p>		
<b>Objectives</b>	<p><b>To provide consultancy services:</b> Excellence to provide well experienced visiting faculty to the Management Institutions, Corporate and Government Sectors, for imparting all-encompassing training in various disciplines of Management, so as to prepare people, who can help their organization for FUTURE.</p> <p><b>Management Training:</b> CAPE Training Group provides Trainers for the following need based programmes</p> <p><b>Management Trainees:</b> In selected disciplines, tailor made courses, as desired by the Parent Institution / organization.</p> <p><b>As part of the Contact Programme:</b> Approximately one week to fortnightly or 10 days-based capsules for designated groups of CDS/NDA/ SSB/ General management trainees.</p> <p><b>Short term Capsules for development of Senior, Middle and Front line Level Managers.</b></p> <p><b>Philanthropy:</b> Development of tailor-made programmes for the disability sector and spreading awareness all over India.</p>		
<b>Soft Skills</b> Only, those are given in <b>bold</b>	<b>Must know in bold</b>		<b>Could know Not in bold</b>
	<p><b>1.Attitude: Right attitude, Positive thinking.</b></p> <p><b>2.Business culture and Business ethics.</b></p> <p><b>2. Communication Skills (Art of communication in social &amp; professional environment).</b></p> <p><b>3. Listening (An Art or science).</b></p> <p><b>4. Emotional Intelligence and Leadership.</b></p>		<p>1.How to handle your Boss?</p> <p>2.Career enhancement and guidance.</p> <p>3.Delegation as an Art.</p>

	<b>5. Etiquette and Manners.</b> <b>6. FIRO-B.</b> <b>7. Goal setting &amp; Goal getting.</b> <b>8. Hardiness.</b> <b>9. Leadership and Emotional leadership.</b> <b>10. Kinesics (Body language).</b> <b>11. OLQ</b> <b>12. Personality Development.</b> <b>13. Psycho-metric tests.</b> <b>14. Self-Management and Self-Improvement.</b> <b>15. Self – motivation,</b> <b>16. Stress management in home and workplace.</b> <b>17. TA</b> <b>18. Team Building.</b> <b>19. Time Management. Training the Trainer.</b> <b>20. Many more topics may be added.</b>	4. Development of Seyc. 5. Employee counseling and art of effective criticism. 6. Labour laws -general <b>7. OD and Change Mgt.</b> 8. Performance and Potential Appraisal. 9. Secretarial Training. 10. Self-appraisal. 11. Superior – subordinate relations/working with people/managing boss. 12. Teaching is an art of heart, so training.
<b>Study Material</b>	1. Shall be issued on regular basis. 2. Separate folder to be maintained. 3. Books reading not studying to cultivate a habit.	
<b>Miscellaneous Topics for CDS/SSB (Practices-1-3)</b>	1. CA & GK (Regular): Int, National, Burning issues, sports, 2. <b>Confidence building,</b> 3. GD (3). 4. GTO- tie up with Abad-cantt. 5. Mock Interview (3) 6. Normal conduct-etiquettes (3) and routine. 7. Screening tests (3). 8. PIQ-Self-assessment (3). 9. SRT (3). 10. TAT (3). 11. WAT (3).	
<b>General English and Research papers</b>	<b>General English</b>	<b>Research papers</b>
	1. Book review 2. Confusing English words in terms of meaning and spellings 3. Foreign words & <b>Positive words,</b> 4. Grammar & Punctuation,	<b>1. Emotional intelligence.</b> <b>2. Leadership</b> <b>3. Nationalism v/s patriotism</b> <b>4. Servant leadership</b> <b>5. Team building.</b>
<b>Sports-games &amp; Creativity Ex-Indoor</b>	1. Twice a day as a regular habit and to learn team building: Between 7-8 AM- for 30 mins and Between 6.30-7-30 PM- for 30 mins 2. Indoor slides-based exercises to learn creativity & innovation and to improve reflexes.	
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