

Training Session Report

January 09 to March 31

2017

Training & Placement Cell
Uka Tarsadia University

Schedule/ Itinerary for the Training Sessions

The training program was scheduled for the Final & Pre-Final Year students of 15 Institute's of Uka Tarsadia University (UTU), which was primarily aimed at providing the much needed basic skills to face the placement drives & interviews.

The training program was divided into 5 modules focusing on the areas where the students needed training viz. Communication Skills, Self-Introduction & Etiquettes, Résumé, Cover Letter, Group Discussion, E-mail Etiquettes, and Interview Skills & Workplace Ethics. The modules were carried out in the above stated order followed by an activity session based on the module delivered.

Participants

The students of Final Year & Pre-Final Year (Undergraduate and Post Graduate) from the Engineering, Pharmacy, Computer Science, Commerce & Management and Medical and Paramedical Science took part in the program.

Modules	Topics	Modules	Topics
1	Essentials of Communication	4 (Activity)	Group Discussion Activity
1 (Activity)	Self-Introduction Activity	4	Group Discussion Presentation
2	Cover Letter & Email Etiquettes	5	Interview & Workplace Ethics
3	Résumé	5 (Activity)	Mock Interviews
2,3 (Activity)	Review of Cover Letters & Résumés	5 (Activity)	Mock Interviews

The Training-Session 1: Communication Essentials

The Training session began with General Introduction followed by the basics of communication. The next module was Essentials of Communication Skills where Mr. Himanshu Khobragade gave a comprehensive illustration of communication fundamentals like the 7 Cs, Barriers to Communication & how to overcome them, the actual cycle of communication & self-expression. He also demonstrated the various shortcomings & drawbacks that have been long neglected & methods to overcome them. A basic structure of Self-Introduction which also serves as an answer to the

dreaded “Tell us/me about Yourself” was taught to the students. The students were then asked to introduce themselves or their classmates during the next session as the activity session. This round of introducing oneself was carried out throughout the Training Modules to instill confidence & presence of mind.



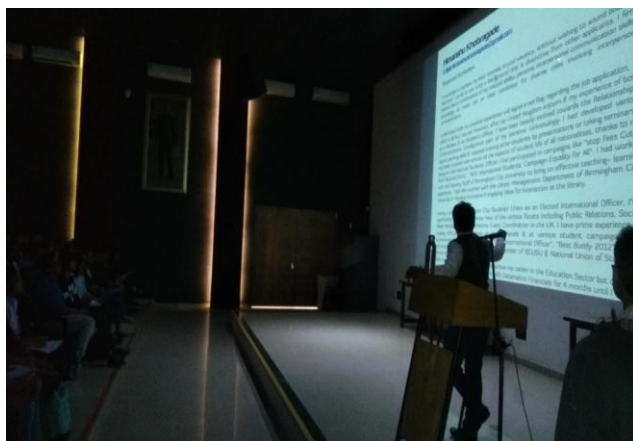
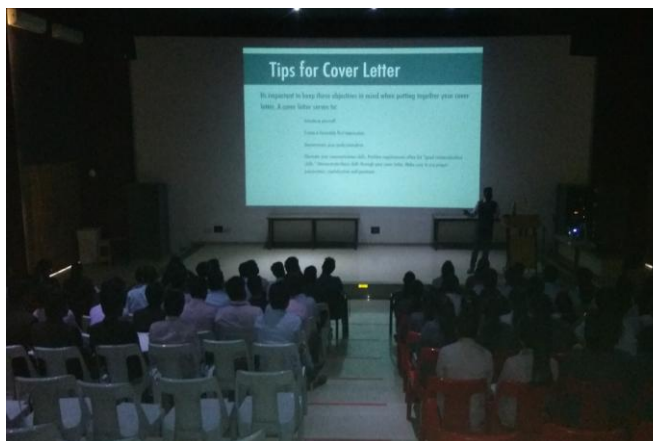


Outcomes of the Session

The important take away from the session was the awareness regarding certain habits & mannerisms which were lacking in the students. Inculcating the habit of everyday courtesy like greeting & short-talks was another important takeaway. However, the important of all was the Basic Introduction which served as a confidence booster to many students & who now are able to introduce themselves better than they could before. They now have a frame as to how to express themselves.

The Training-Session 2: Cover Letter & Email Etiquettes

Cover Letters are increasingly becoming popular in this age of digitization & are rapidly taking a place of importance in the job hunting process. Keeping this trend in mind, the training session was conducted to enable the students to craft their Cover Letters. The session disseminated the key areas to focus on while crafting a cover letter. The session illustrated step-by-step crafting of Cover Letter in respect to the said Department along with certain samples to establish understanding. As the activity, students were then given a deadline to submit their cover letters. The session was followed by a review of the sent cover letters.



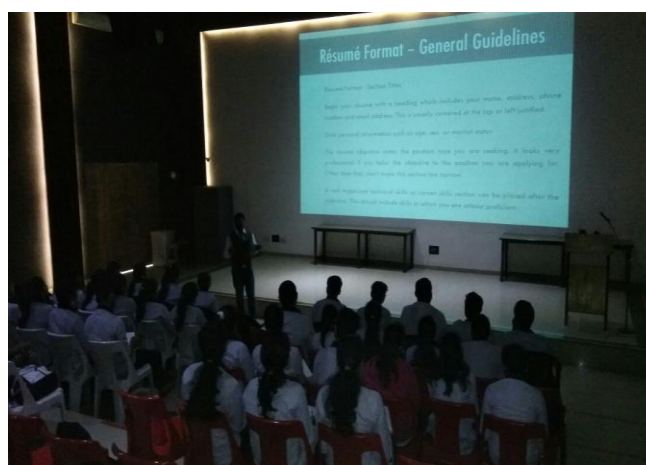
Outcomes of the Session

The activity session saw a good number of students sending their cover letters for review. Many students took this opportunity to get their queries resolved in terms of official correspondence & how to send over their cover letters & résumés. This activity helped to remedy the various shortcomings while drafting emails & following email etiquettes. Also, a good takeaway was the improvement in drafting letters, writing proper context for sending emails, using the proper format for official correspondence & the understanding of certain etiquettes prevalent in E-Communication.

The Training-Session 3: Résumé

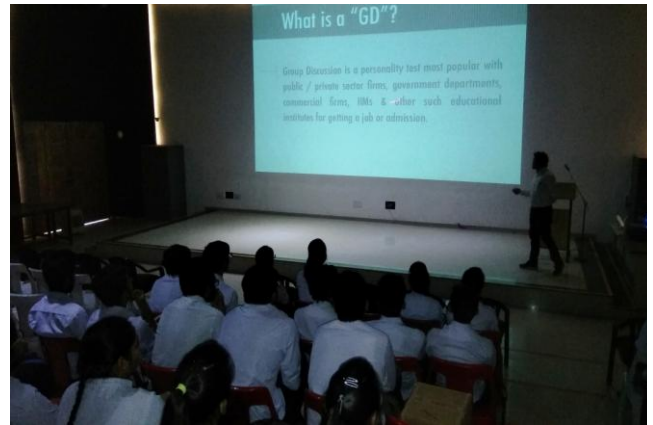
Owing to the little time dispensed by Hiring Managers & Hiring Professionals to scrutinize, crafting a perfect Résumé to get an interview opportunity has become utmost important. Of late, a large majority of Hiring Managers & Professionals have complained of poor quality of Résumés & more often than not of copy-pasted Résumés, which are a sore sight to the eyes as well as the mind. A lot many applications received by the Hiring Manager are not even in the correct format viz.

Students send CV instead of Résumé, sending application letter instead of a requisite cover letter. Such practices have led to the dismissal of a large number of potential & eligible candidates, thereby leaving a handful of suitable candidates for the Hiring Manager to choose from. Add to that the inability to send in Emails in a proper format & manner. The motive behind this session was to enable the students to craft their own résumés as per their own understanding of themselves & their personality. As in an interview, a candidate is judged by his/her résumé. Also, one of the aims was to establish a clear understanding of the difference between a CV, a Résumé & a Bio-data. In absence of a clear, authentic & properly formatted résumé, students lacked the confidence to apply & present themselves at the interviews. The session illustrated step-by-step crafting of a Résumé in respect to the said Department along with certain samples to establish understanding. The session went on to disseminate detailed information on the crafting of a Résumé. As the activity, students were then given a deadline to submit their Résumés. The session was followed by a review of the sent Résumés.



Outcomes of the Session

The activity session saw a good number of students sending their Résumés for review. Many students took this opportunity to get their queries resolved in terms of official correspondence & how to send over their résumés. This activity & the feedback also brought to light the fact that many students were unaware about many things that were taught in the session, and this activity helped to remedy those various shortcomings. Also, a good takeaway was the improvement in drafting letters, writing proper context for sending emails, using the proper format for official correspondence & the understanding of certain etiquettes prevalent in E-Communication.



Outcomes of the Session

The demo session saw a lot of students fumbling to speak in absence of a clear cut strategy to speak & open up. Also, one of the major drawbacks was the lack of reading on various issues & the inability to analyze even after reading. Furthermore, if a student was well-read & had good analysis, he/she lacked the strategy to present his/her view assertively while following the protocol of a GD. The feedback received during & after the session indicated that the students were now better equipped to face a GD than before. The students also requested for further independent sessions of GD, where they could come & hone their skills of discussion. The demo session followed by the explanatory session enabled the students to observe & see their own shortcomings which helped in better preparation of students for GD rounds. However, in order to practice this, further sessions of GD would be needed which the students have requested.

The Training-Session 5: Interviews

Interview session was the most anticipated session as it remains a primary concern for almost all the final year students. Facing Interviews has always been the Rubik's cube for a majority of students owing to the lack of knowledge & information about Interviews. The students understood interview handling on a superficial basis i.e. Based upon what they have heard or read or seen on the internet. However, there wasn't a solid strategy to be followed & hence the question of appearing for the interviews remained a constant quagmire for the students. Plus, language, English to be specific, also played a significant role in further entangling this imbroglio. When the industry complains about not finding the right set of professional people for their domain, Interview-facing is one of the aspects that they often disdain about. The idea that success in Interviews can also be attributed to successful people handling was an alien concept to a lot of students. The students could differ a little between Handling the interview questions and appeasing the interviewer. As a result of this, the candidate seemed to often lack to display integrity & loyalty towards the interviewing company/firm/organization.

The Session helped the students to have a good know-how of the Recruitment process & how to face them, which they had partially prepared during the earlier sessions. The sessions imparted training to prepare for the most popular & commonly asked questions during an interview. It also laid a blueprint on how to prepare you for the interviews, right from what to wear to how to enter/exit the cabin. The students were given key examples for various questions & trick questions. The session familiarized the students with the DOs & DONTs for an Interview. The students were counseled on using the appropriate Body Language & proper follow-up post-interview.





Outcomes of the Session

As a follow-up activity, demo/mock interviews were conducted to test the students for their preparation. The students seemed quite confident & prepared to an extent for the interviews. There are certain exemplary students from Department of Chemistry & Nursing, who have been successful at various interviews (Intas, Kiran Hospitals, Sunshine Hospital) after this Training Session. The interviews had one technical person to grill on the Technical side & one for the HR side. The students were now more aware about how to go on for an interview. The mock interviews gave students a first-hand glimpse of what it is like to be in an interview & how to be prepared in event of an Interview.

Conclusion

The Soft Skills training sessions & activities have been carried out with much diligence & attention. The results, however, shall take long time to bear fruits as the back-log & luggage of improper communication, dismal presentation, lack of interpersonal skills is quite deep to fill it out in a matter of months. It requires much more than that and hence it would be unrealistic to expect vast amount of change in a matter of couple of months. It would be a more realistic approach to have a continuous engagement with the students on a regular basis to develop them on Soft Skills front.