

Finishing School Training Program – Student Outreach

on

‘Life Skill & Employability Skill’

18th June to 27th June, 2019
(Total Duration: 40 hrs)

Principal
Dr. V. S. Purani

Coordinator
Dr. S. K. Srivastava

Trainer
Mrs. Kshitiza Acharaya



Organized by
Chemical Engineering Department
GEC, Valsad

Training Schedule

Sr. No	Date & Day	Session I (10-12 pm)	12-12:40 pm	12:40 -1 pm	Session II (1-3 pm)	3-3:40 pm	3:40-4 pm	Session III (4-5 pm)	Total Hours
1	18/6/2019	Self Awareness-SWOT	Interaction	Break Time	Empathy	Interaction	Break Time	Self Esteem	5+2
2	19/6/2019	Observation And Concentration Skills	Interaction	Break Time	Stress Management	Interaction	Break Time	Self Confidence	5+2
3	20/6/2019	Critical Thinking	Interaction	Break Time	Self Discipline	Interaction	Break Time	Interpersonal Skills	5+2
4	21/6/2019	Commitment	Interaction	Break Time	Team Work	Interaction	Break Time	Interpersonal Skills	5+2
5	22/6/2019	Negotiation Skills	Interaction	Break Time	Life Goal Setting	Interaction	Break Time	Problem Solving and Decision Making	5+2
6	23/6/2019	Body language	Interaction	Break Time	Time Management	Interaction	Break Time	Professional ethics	5+2
7	24/6/2019	Resume writing	Interaction	Break Time	Group Discussion	Interaction	Break Time	Cover Letter	5+2
8	25/6/2019	Professional Goal Setting	Interaction	Break Time	Grooming and Personal Hygiene	Interaction	Break Time	Interview Skills	5+2
9	26/6/2019	Presentation skills	Interaction	Break Time	Leadership	Interaction	Break Time	Interview Skills	5+2
10	27/6/2019	Follow Directions	Interaction	Break Time	Planning And Organization	Interaction	Break Time	Efficiency	5+2

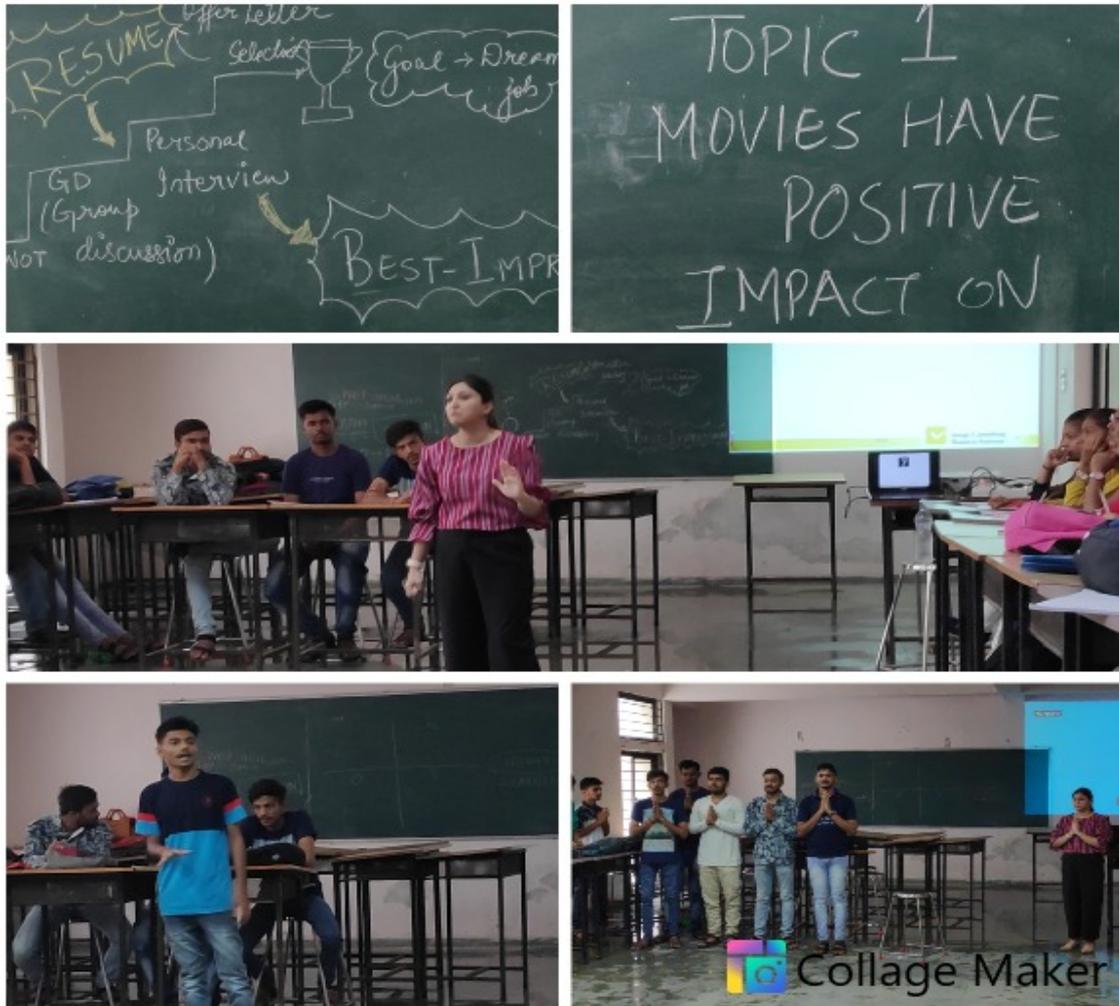
Day 1 (18-06-2019)

The day 1 starts with an introduction of trainer and the registered students of finishing school (Batch-1, A. Y. 2019-20). During this introductory session, students were taught about how to give a formal as well as professional introduction. They were given a task wherein, learned about how to minimize/eliminate nervousness while giving introduction to any stranger and take his/her introduction. Furthermore, students learned about SWOT analysis and recognised their SWOT, where S stands for Strength, W for Weakness (Area to improve), and O for Opportunities and T for Threats. They saw some motivational videos such as modified story of turtle and rabbit, how to reduce shyness, etc. Then they came to know about three new words Apathy, Sympathy and Empathy. Finally, they were split in three groups to perform a role play on these three words. Everyone performed as per their topic and all enjoyed.



Day 2 (19-06-2019)

On day 2, two students were asked to present an overview of previous day means what they learned from last day. The session was then started with a prayer. Firstly, they were asked to write their future goal or dream job. Then they were given idea of steps to be followed to reach their destination of dream job. Steps were Group Discussion, Personal Interview and Call letter. They were taught about how to participate in GD and gave them three mock GD topics to practise. Then the turn came for resume preparation. They learned how to prepare resume in a correct and professional manner. They were supposed to prepare their own resume individually and submit it. Thus after learning about GD and resume session ends up with a brief description of day-3's topic "Self Esteem". Self esteem means how much we respect our abilities or respect our self.



Day 3 (20-06-2019)

Just as previous day, session was started with a prayer and then two students to present overview of day-2. On day 3, students learned about self esteem, what is it and how to increase our self esteem? To increase self esteem they were given few tips like to be committed to you, positive self talk in free time and complement yourself. During this topic they saw a motivational video of and athletic and his message through video was “never give up”. Then they performed two activities, one in which they were supposed to write few quality of them for they proud to be and other activity was to complement each and every person present around them by writing on the paper which was stick on his back. They were taught about a letter which called cover letter and how to write it in a professional manner. After that it was the turn for interview skills that includes the preparation or performance should they carry before interview, during interview and post interview. They learned to have a formal handshake with a short introduction of themselves. At the end, they were shown a video which cover most commonly asked questions in interview and tips to answer it.



Day 4 (21-06-2019)

This session was started with a prayer and then appointed students who presented summary of day-3. This session covered grooming and hygiene part. Grooming resembles to proper professional dressing and discussed its importance. It can be recognized as dress for success. Hygiene is related to cleanliness i.e. they were in cleaned and ironed clothes and their body odour were also pleasant or clean hands for handshake. Then they saw two videos, one in which importance of effect of grooming was expressed and other which taught about of Dos and Don'ts for formal attire. Then they performed an activity to know how smart the guy is. In this activity any one will sit in the middle such that he cannot see screen and a picture of famous personality are projected on that screen, now that person has to identify the name of personality from the clues given by others. After this activity, they jumped to time management topic and learned how to invest time so that it is fruitful for us in future. At the end, they were taught to make time management 2*2 matrix methods.



Day 5 (22-06-2019)

This session was started with the prayer and few students presented a quick recap of day 4. This day's topic was leadership skills. Then they were asked to give opinion about **"leaders are born or can be made"**. Discussed about various qualities of a good leader such as convincing, decision maker, confident, positive attitude, honest and many more. They watched videos, first was related to founder of PAYTM Vijay Shekhar Sharma and other was a clip from **Lagaan movie**. After that they were taught about types of leaders; Autocratic, Beaucroatic, Democratic and Charismatic leaders. They perform two activities; first was to make a leadership pizza and other was to make a daily routine timetable and must follow it.



Day 6 (23-06-2019)

This day was started with mock interview of every students of finishing school. After the interview session trainer gave feedback for common mistakes done by each and everyone. Then they learned about presentation skill in which focuses on how to make power point presentation and how to present it. Trainer gave them tips about how to manage a situation when presenter forgets his speech. At last speaker gave a quick review about Day 5.



Day 7 (24-06-2019)

This session was started with the prayer and few students presented a quick recap of day 6 and shared his/her personal experience of mock interview. This day's topic was planning and organising skills. Success is a sum of planning and its proper execution. Students were given activity to organise a farewell party in the budget of 25000/-. What leaned in morning session based on that they performed an activity in which they were divided into three teams. Each team contains 10-11 a member from one is selected as a leader who leads other team members whose eyes were closed with a cloth. Using non-verbal communication skills, leader took his team to the destination decided by ma'am. At the end, trainer asked student's experience during activity.



Collage Maker

Day 8 (25-06-2019)

This session was started with the prayer and presenters presented a quick recap of day 7. This day started with the topic Negotiation skills and also learned difference between bargaining and negotiation. Other topic was Self-confidence and difference between self-confidence and over-confidence. Based on self-confidence students were asked to perform activity called Confidence shield in which they need to write their own sources of confidence. In the afternoon session, they learned about ethics and efficiency. Then they were given time to prepare a power point presentation and topic were distributed group wise. At the end, three groups presented their presentation and due to lack of time two groups were left for next day.



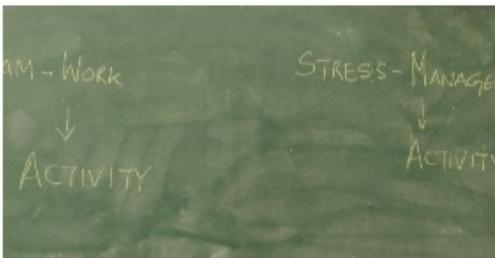
Day 9 (26-06-2019)

This session started with the prayer and remaining two groups presented their presentation. They learned about Self-discipline, what is it and why it is necessary? Next thing was Commitment, its meaning and techniques to stay committed. Then they performed an activity in which they need to identify routine activity in which they were not disciplined and to find solution for it. Then it was the turn for Observation and Concentration. At the end, they performed an activity on it in which they were asked to watch a video and find odd one out of it.



Day 10 (27-06-2019)

This session started with the prayer. Then they were taught the topic Interpersonal Skill i.e. art of dealing with people. And do's and don'ts of interpersonal communication were also learnt. Next they learned Problem solving which deals with critical thinking and decision making. Then they performed an activity to find any situation of his/her life in which they were confused between two options. By using technique of problem solving skill they found an appropriate solution. Other topic was Goal setting and difference between goal and dream. Meanwhile, they performed an activity to make a digital vision board. In the afternoon session they performed activities related to team work and stress management. At the end, along with committing any two skills that we will inculcate in our life, students were dispersed. This was the end of 10 days (40 hours training) on Life skill and employability skill to the students of GEC, Valsad (Batch-1, A. Y. 2019-20) by Mrs. Kshitiza Acharaya.



Student's Outcomes:

After the completion of training the following enhancement can be seen in student's skills:

1. Interpersonal relations
2. Public speaking skills
3. Presentation skills
4. Team work skills
5. Employability and Life Skills
6. Communication/Fluency in English
7. Analytical and problem solving skills
8. Decision-making skills
9. Planning and time management skills
10. Confidence building