

Finishing School Training Program - Student Outreach
(Online Mode)

On

“SET A”

SET A : 5th July to 15th July - 2021

Principal
Shri C.H.Bhatt

Co-Ordinator
Shri K.M.Patel

Trainer
Preeti Zaveri (SET A)



Organized by
Government Polytechnic, Valsad

Government Polytechnique College, Valsad				
Set A -Life Skills & Employability Skills				
Day Wise Schedule				
Day 1	Date	Time	No. of Hours	Topic (Session Wise)
1	05.07.2021	8:00 am to 10:00 am	2	Self Awareness- SWOT
2	06.07.2021	8:00 am to 10:00 am	2	Self Esteem & Self Confidence
3	07.07.2021	8:00 am to 10:00 am	2	Life & Professional Goal Setting
4	08.07.2021	8:00 am to 10:00 am	2	Grooming, Personal Hygiene and Body language (Office Etiquette)
5	09.07.2021	8:00 am to 10:00 am	2	Resume Writing and Cover Letter
6	10.07.2021	8:00 am to 10:00 am	2	Job Search & Career options
11.07.2021 SUNDAY HOLIDAY				
7	12.07.2021	8:00 am to 10:00 am	2	Group discussions
8	13.07.2021	8:00 am to 10:00 am	2	Interview Skills
9	14.07.2021	8:00 am to 10:00 am	2	Interview Skills & Empathy
10	15.07.2021	8:00 am to 10:00 am	2	Interpersonal Skills
Total			20	

Day 1 (05/07/2021)

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GOVERNMENT OF GUJARAT**

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Priti Zaveri
International Life Skills Trainer

For More Information
What's App: 9227121112

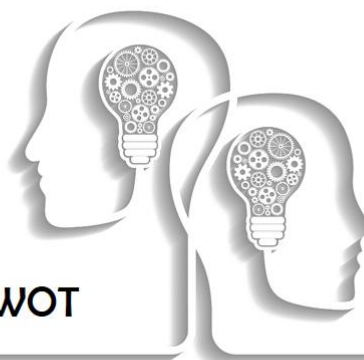


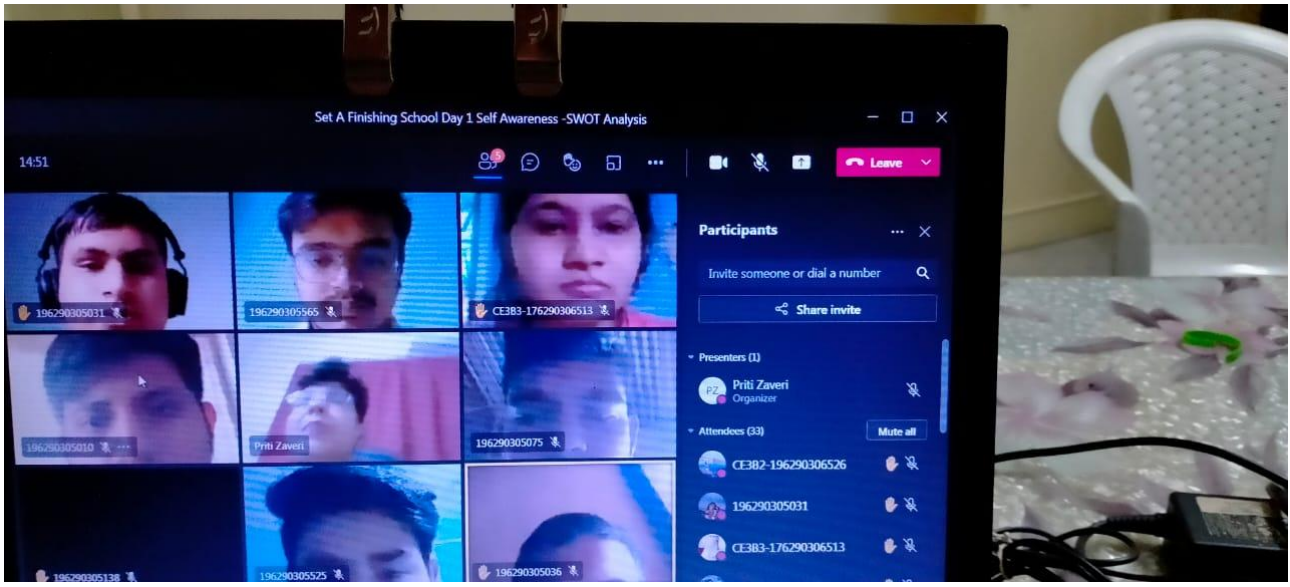
SET

Day1®

A

Self Awareness- SWOT





The day 1 starts with an introduction of trainer and the registered students of finishing school from chemical Engineering and Civil Engineering(Batch-1,2021-22).During this introductory session, students were taught about how to give a formal as well as professional introduction. Furthermore, students learned about SWOT analysis and recognized their SWOT, where S stands for Strength, W for Weakness (Areas 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 did their own SWOT analysis and identified their strengths and weaknesses

Day 2 (06/07/2021)

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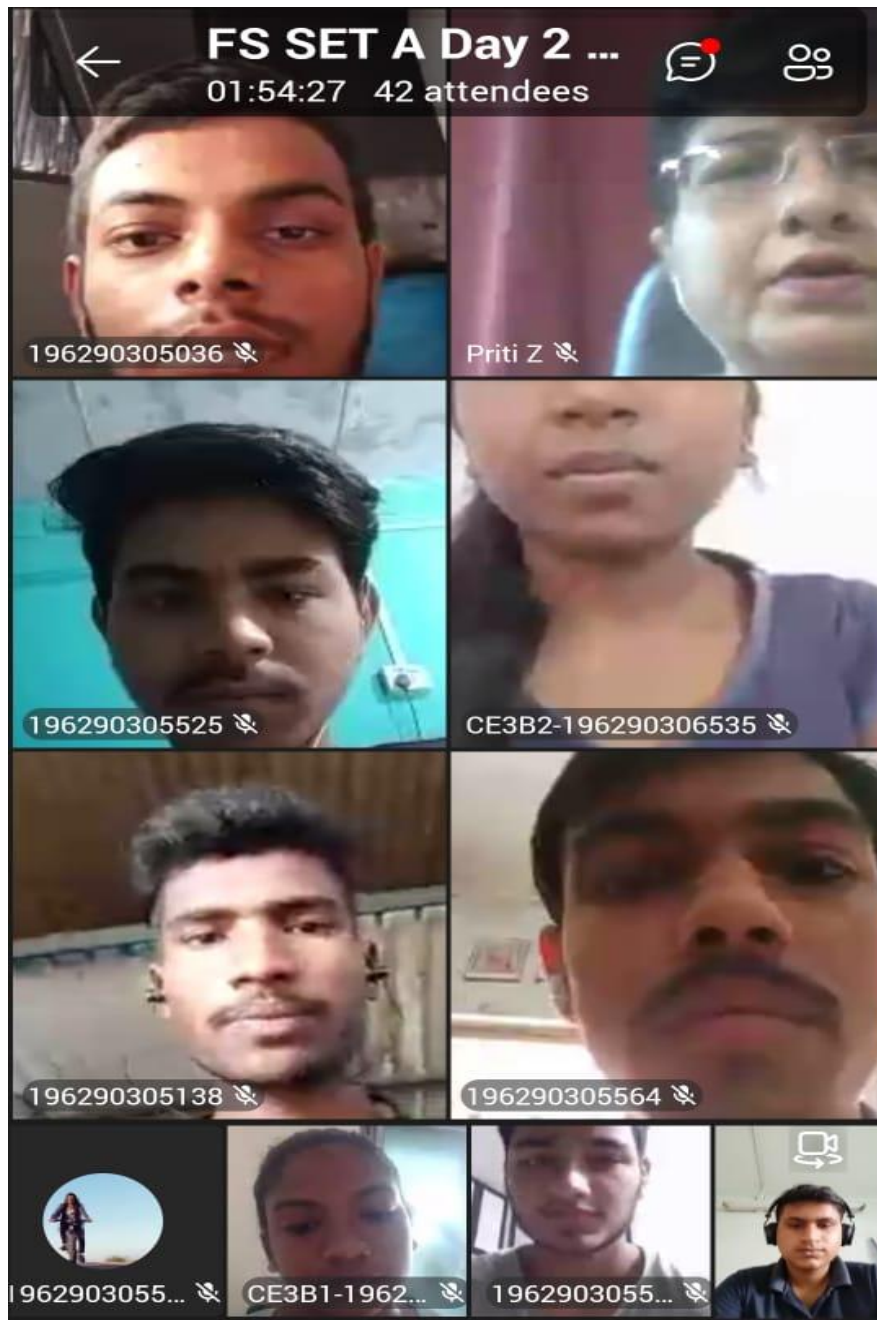
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SET A Day2



Self Esteem & Self Confidence



In this session the students learn the difference between Self-confidence and Self-esteem. Why high self esteem and self-confidence are one of the most essential skills to possess in current times and how they can increase self-confidence. The students also discussed and shared their personal experiences in the past where they had displayed high confidence as a group activity.

Day 3 (07/07/2021)

Topic Discussed: LIFE AND PROFESSIONAL GOAL SETTING

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A Day**3**



Life & Professional Goal Setting



Start of the session- two students were asked to present an overview of previous day means what they learned from last day.

-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.

- Difference between a Dream and a Goal was discussed.

- They made goals (life and professional) using SMART model.

Day 4 (08/07/201)

Topic Discussed: GROOMING, PERSONAL HYGIENE, BODY LANGUAGE.

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Grooming, Personal Hygiene and Body language (Office Etiquette)



- They concepts of the topic were discussed with the help of the presentation followed by a detailed discussion on how to dress for Interviews and do's and don't of body language during the interview.
- Activity- DESIGN YOUR OWN INTERVIEW LOOK was conducted.
- A video regarding OFFICE ETIQUETTE was shown and the learnings derived were discussed.

Day 5 (09/07/2021)

Topic Discussed: RESUME WRITING AND COVER LETTER

IN CASE YOU MISSED IT

WHY YOU'D BET YOUR FUTURE HOW YOU WOULD GET IT

WHAT WOULD YOU DO?

TYPE OF RESUMES

- Chronological** - Best for: Those who work history is very closely related to the desired job
- Functional / Skills Format** - Best for: Those who want to highlight their skills and people who are seeking a career change
- Combination** - Best for: Those who have a mix of relevant skills and similar work experience

CURRICULUM VITAE VS RESUME

	Curriculum Vitae	Resume
Length	As long as it needs to be (3 or 4 pages)	Short (1 or 2 pages)
Content	Area - specific listing of education and academic background	All - inclusive summary of skills, experiences and education
Purpose	Detail background and qualifications	Gain employment or interview

BASIC SECTIONS

- Summary
- Contact Information
- Experience
- Education

Resume Revolution

NAME SURNAME
Profession

PROFILE
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas...
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas...

EDUCATION

- XYZ Degree City (2015-2017)
- XYZ Degree City (2015-2017)
- XYZ Degree City (2015-2017)

EXPERIENCE

- XYZ Solutions City (2015-Present)
- XYZ Solutions City (2015-2017)

KEY: Keep it positive and to the point. There is flexibility in the structure.

Jobscan

- The students were taught the difference between a Resume, CV and Bio-data.
- The Format of a Resume was taught in great detail.
- Students were asked to prepare their OWN RESUMES.
- Cover letter format was discussed
- Students were asked to write a cover letter for a job position they are likely to acquire in future.
- The Trainer guided them in the process and shared her personal Resume with them.

Day 6 (10/07/2021)

Topic Discussed: JOB SEARCH and CAREER OPTIONS

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A Day 5



Job Search & Career Options

- Students were taught how to search for jobs on different online portals like Indeed, Times jobs etc.
- They created their own LinkedIn Ids and were taught how to use it to reach potential employers.

Day 7 (12/07/2021)

A motivational video was shown at the start of the session, to encourage the students for making positive changes in their lives.

Topic Discussed: GROUP DISCUSSION

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A Day 7



Group Discussion



- A detailed explanation was given on the do's and don't of a GD was given by the trainer with the help of a PowerPoint presentation.
- Students participated in a GD round topic given was "JOB OR BUSINESS: The better option?"
- Trainer gave her feedback on the performance of individual participants and discussed the areas of improvement.
- A video related to the topic was shown.

Day 8 (13/07/2021)

Topic Discussed: INTERVIEW SKILLS

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SET
A **Day 8**



Interview Skills



- The topic happens to be most important one from the placement point of view, thus special emphasis was given on it.
- All the points mentioned in the ppt were explained thoroughly.
- Activity- ROLE PLAY was conducted to make the students experience real life situation of an interview.
- Individual feedback of the performance was provided by the trainer.
- A video containing the FAQ's of an interview was shown and how to answer the questions was discussed.

Day 9 (14/07/2021)

The session was initiated by sharing a meaningful story to derive an important learning of always focussing on the brighter side of things.

Topic discussed: INTERVIEW SKILLS AND EMPATHY

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Emotional Intelligence & Empathy

- Students were taught the concept of empathy, apathy and sympathy and their importance in life.
- A related video was shown and learnings were discussed.
- A ROLE PLAY was conducted for better learning.

Day 10 (15/07/2021)

Topic Discussed: INTERPERSONAL SKILLS

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SET
A Day 10



Interpersonal Skills



- Students understood the meaning and importance of Interpersonal skills.
- How they can improve their own people's skills.
- do's and don'ts of interpersonal communication were also learnt.
- Activity: COMPLIMENT SOMEONE was conducted to reinforce the learnings.

Student's Outcomes:

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

1. Interpersonal relations
2. Public speaking skills
3. Presentation skills
4. Team work skills
5. Employ-ability 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