

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
Meghna Soni (SET A)



Organized by
Government Polytechnic, Valsad

Online Training Schedule for Finishing School Training 2021-22

Name of College: Government Polytechnic College, Valsad

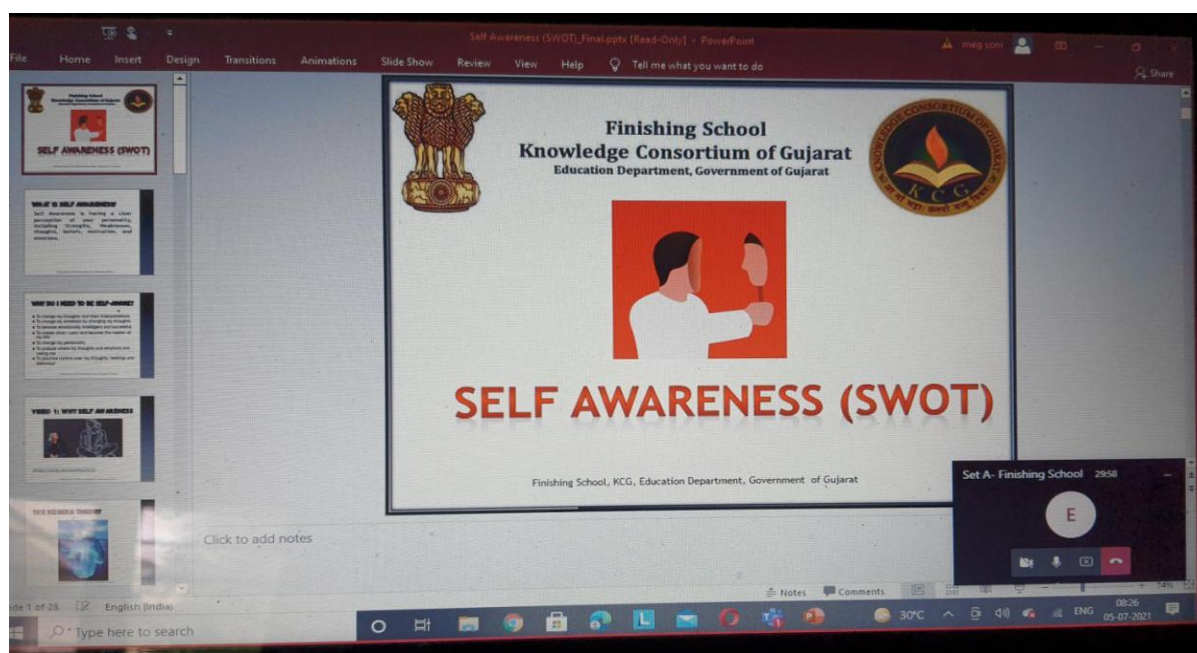
Set A

Batch 2

Name of Trainer :- Meghna Soni

Date :	From	5 th July 2021	To	15 th July 2021	Total Days: 10
					Total hours: 20
Day	DATE	Time	Topic Name		HOURS
1	5/7/2021	8.00 – 10.00	Self awareness		2 hours
2	6/7/2021	8.00 – 10.00	Self confidence/Esteem		2 hours
3	7/7/2021	8.00 – 10.00	Goal Setting		2 hours
4	8/7/2021	8.00 – 10.00	Grooming/ body language		2 hours
5	9/7/2021	8.00 – 10.00	Resume writing		2 hours
6	10/7/2021	8.00 – 10.00	Job search/ Career options		2 hours
7	12/7/2021	8.00 – 10.00	Group discussion		2 hours
8	13/7/2021	8.00 – 10.00	Interview skills		2 hours
9	14/7/2021	8.00 – 10.00	Empathy/ Emotional Intelligence		2 hours
10	15/7/2021	8.00 – 10.00	Interpersonal Skills		2 hours

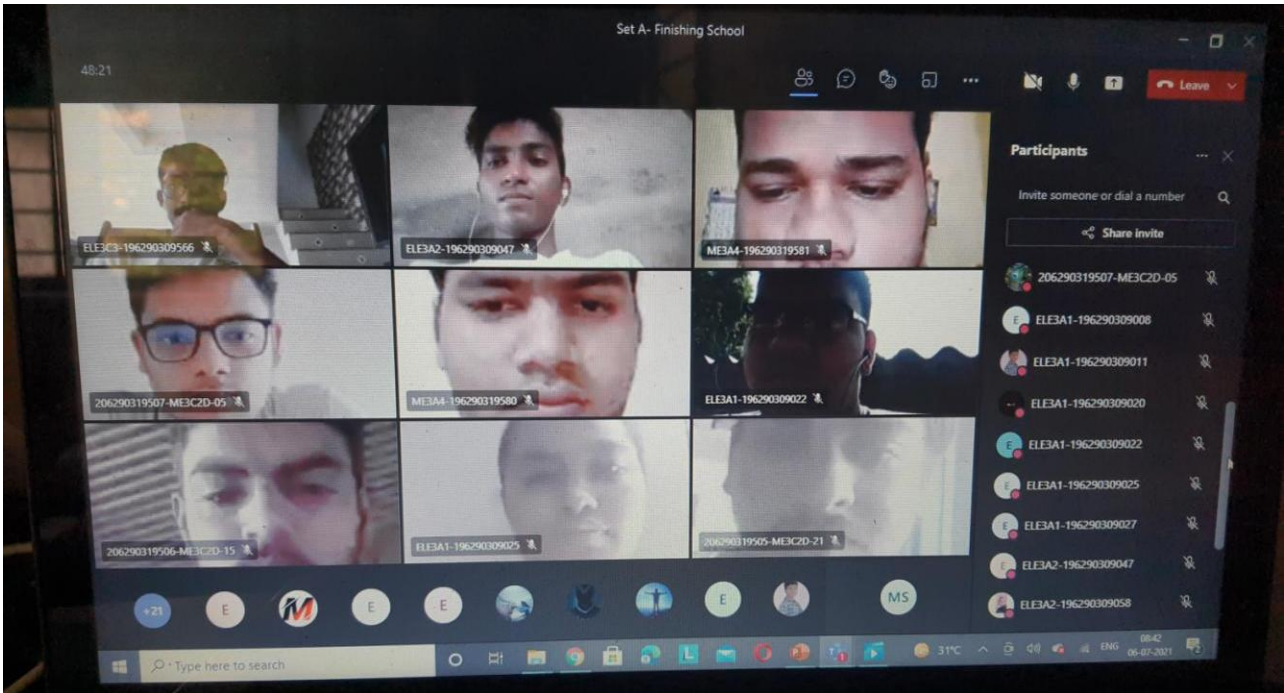
Day 1 (05/07/2021)



The day 1 starts with an introduction of trainer and the registered students of finishing school (Batch-1,2020-21).During this introductory session, students were taught about how to give a

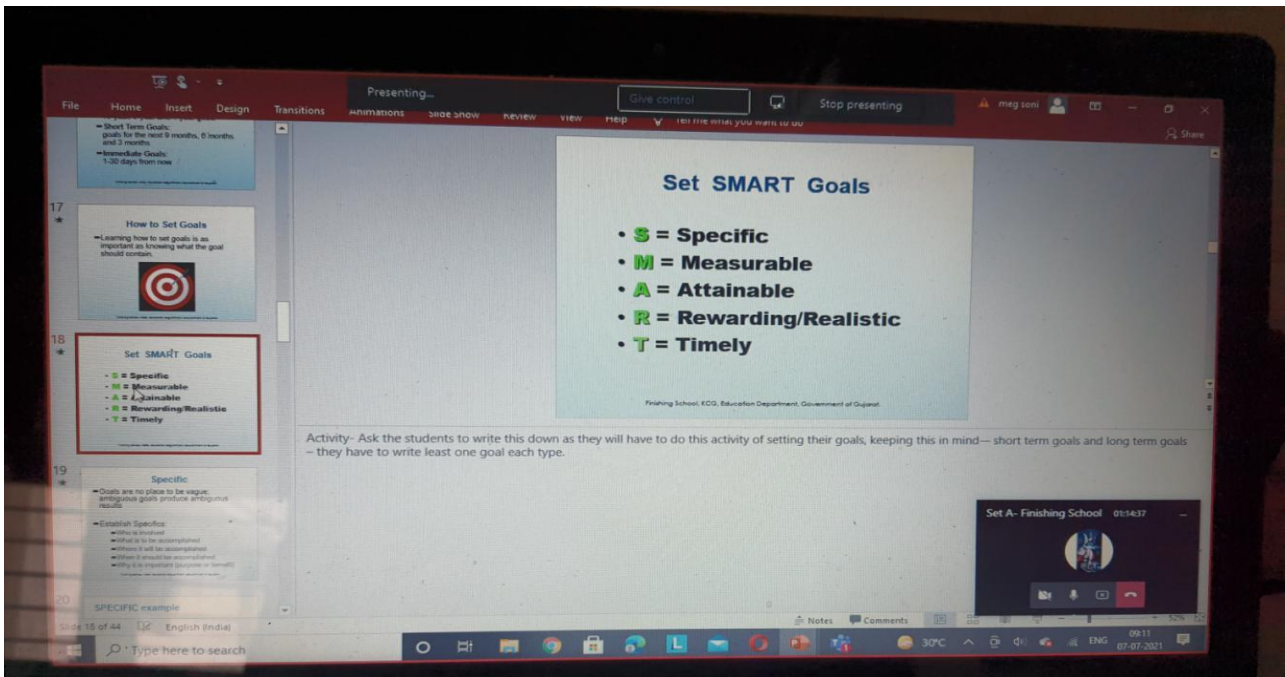
formal as well as professional introduction. Furthermore, students learned about SWOT analysis and recognized their SWOT, where S stands for Strength, W for Weakness (Areas to improve), and O for Opportunities and T for Threats. They saw some motivational videos such as modified story of turtle and rabbit, how to reduce shyness, etc. Then they did their own SWOT analysis and identified their strengths and weaknesses

Day 2 (06/07/2021)



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)



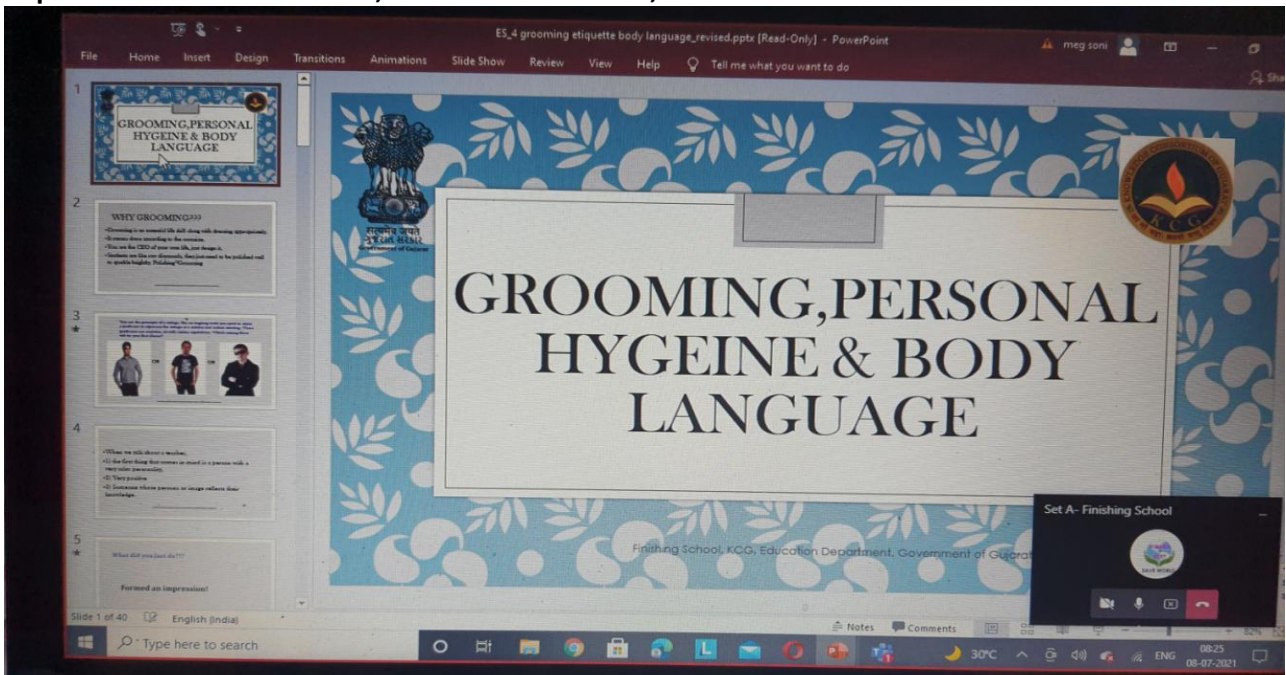
Start of the session- two students were asked to present an overview of previous day means what they learned from last day.

Topic Discussed: LIFE AND PROFESSIONAL GOAL SETTING

-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)

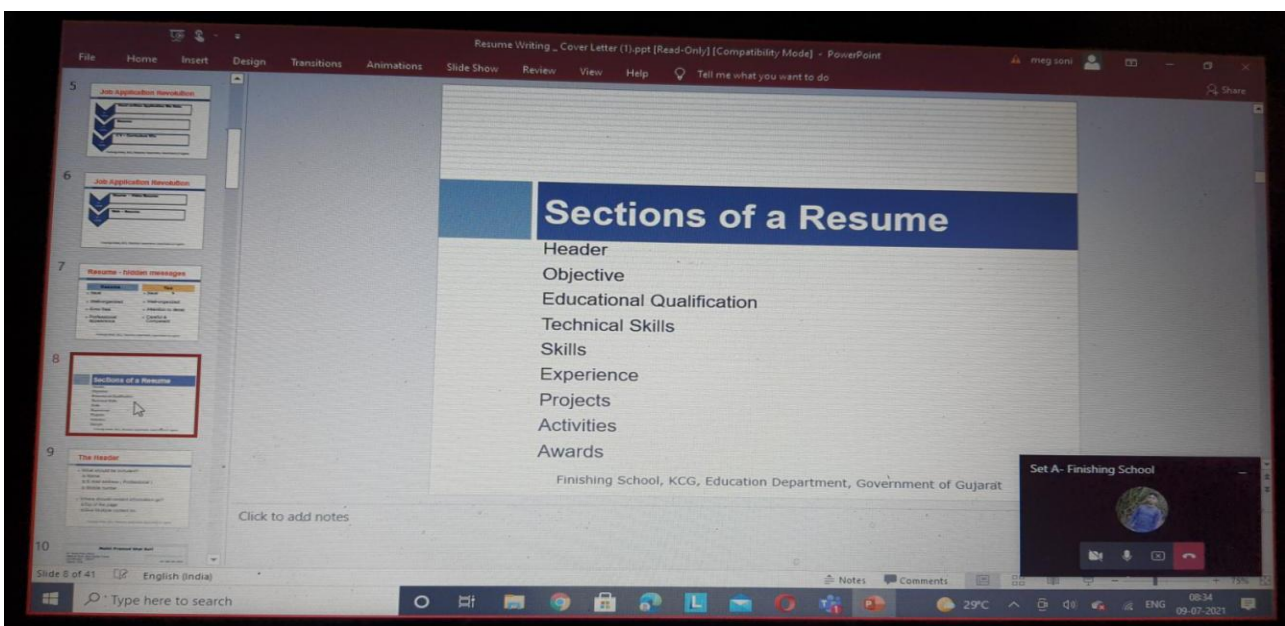
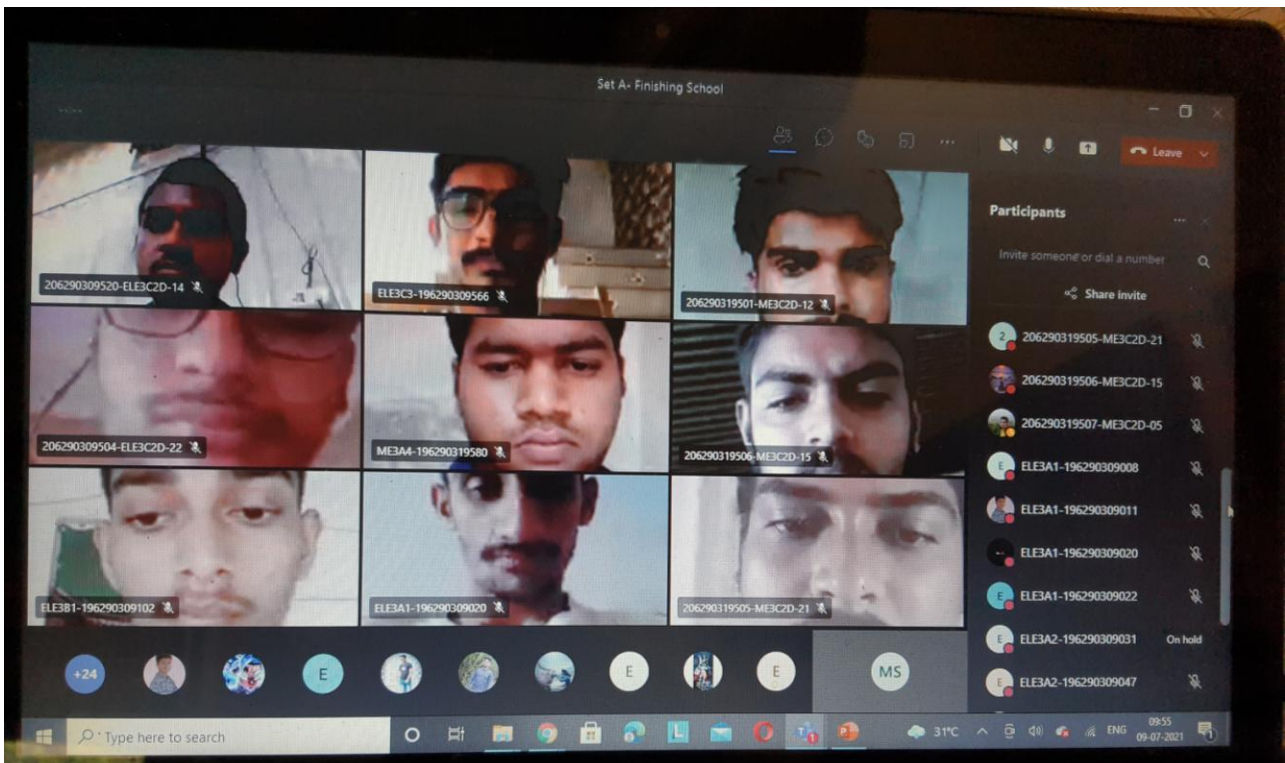
Topic Discussed: GROOMING, PERSONAL HYGIENE, BODY LANGUAGE.



- 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'ts 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)

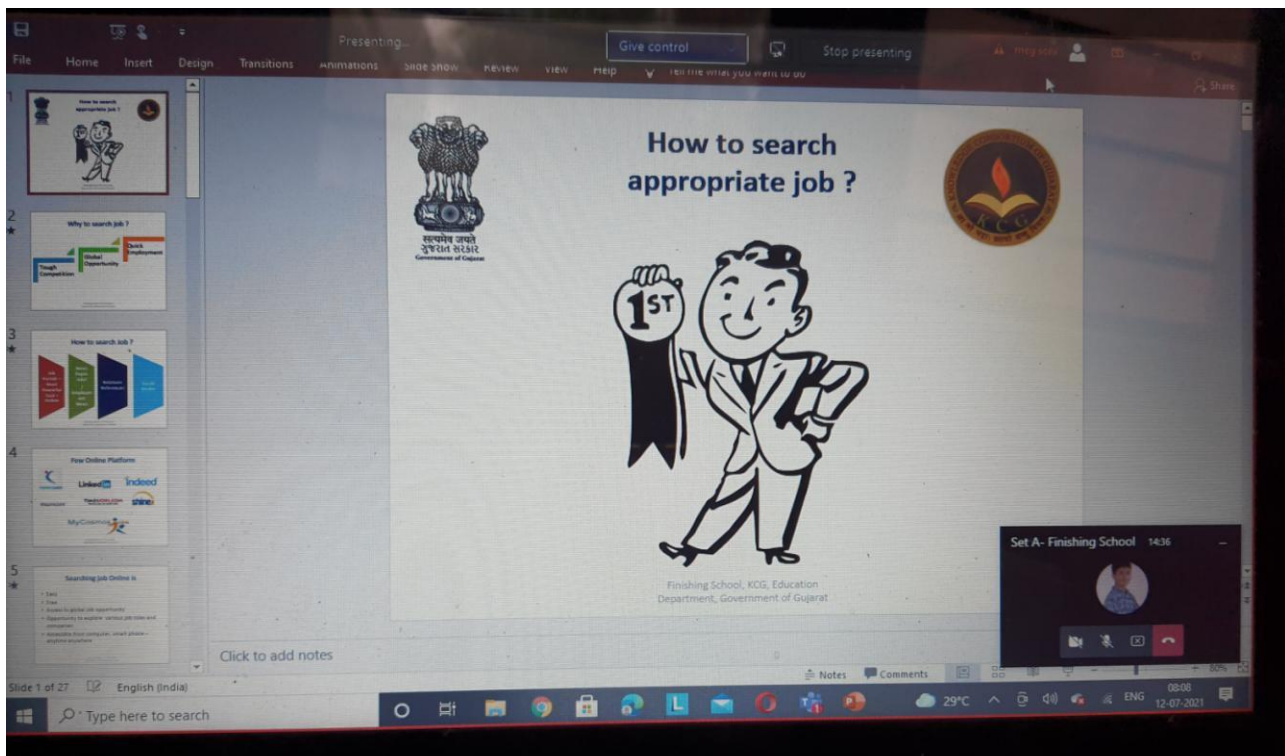
Topic Discussed: RESUME WRITING AND COVER LETTER



- 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



- 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.

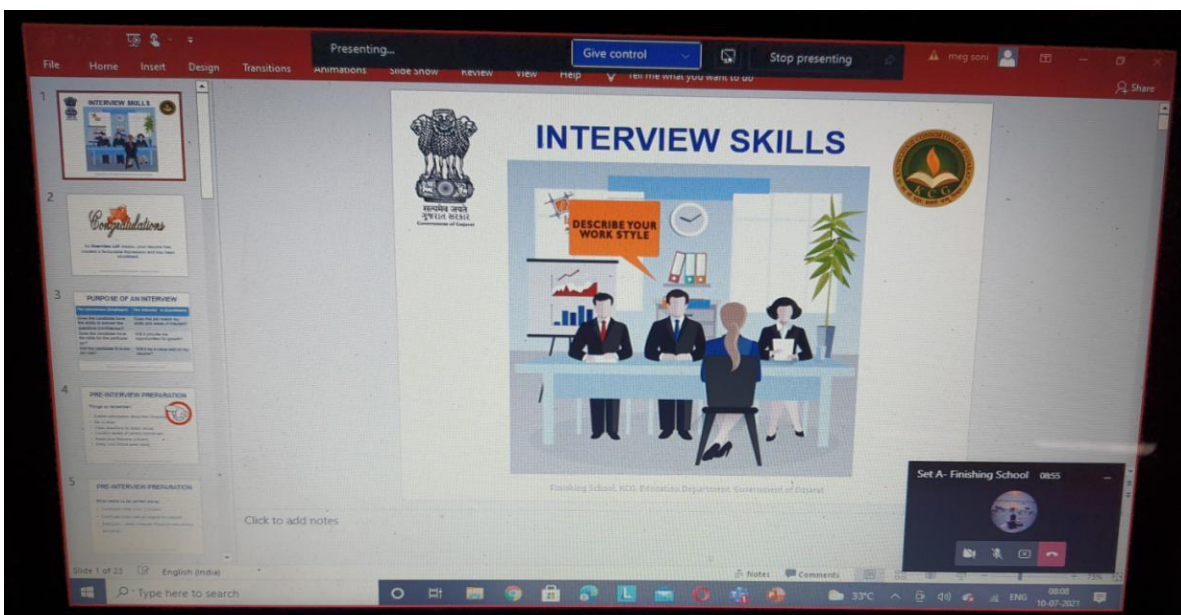
Day 7 (12/07/2021) --Topic Discussed: GROUP DISCUSSION

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



- A detailed explanation was given on the do's and don'ts 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.
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Day 8 (13/07/2021)--Topic Discussed: INTERVIEW SKILLS

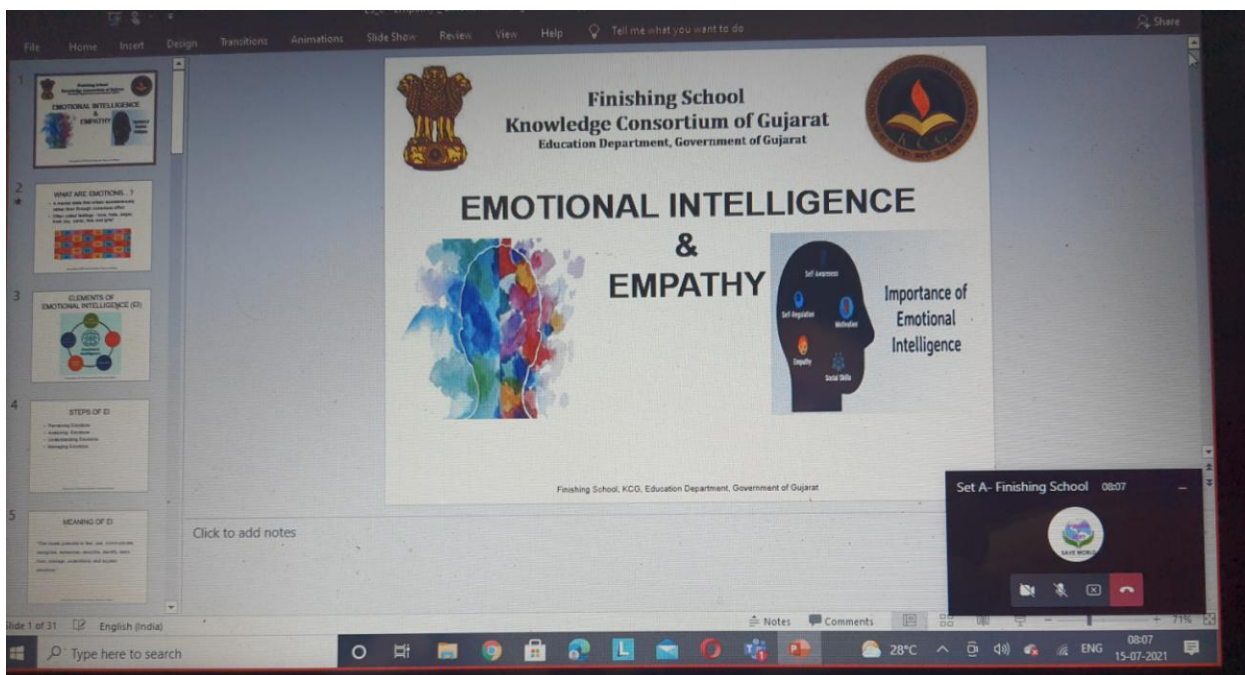


- The topic happens to be most important one from the placement point of view, thus special emphasis was given on it.
- All the points mentioned in the ppt were explained thoroughly.
- Activity- ROLE PLAY was conducted to make the students experience real life situation of an interview.
- Individual 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.

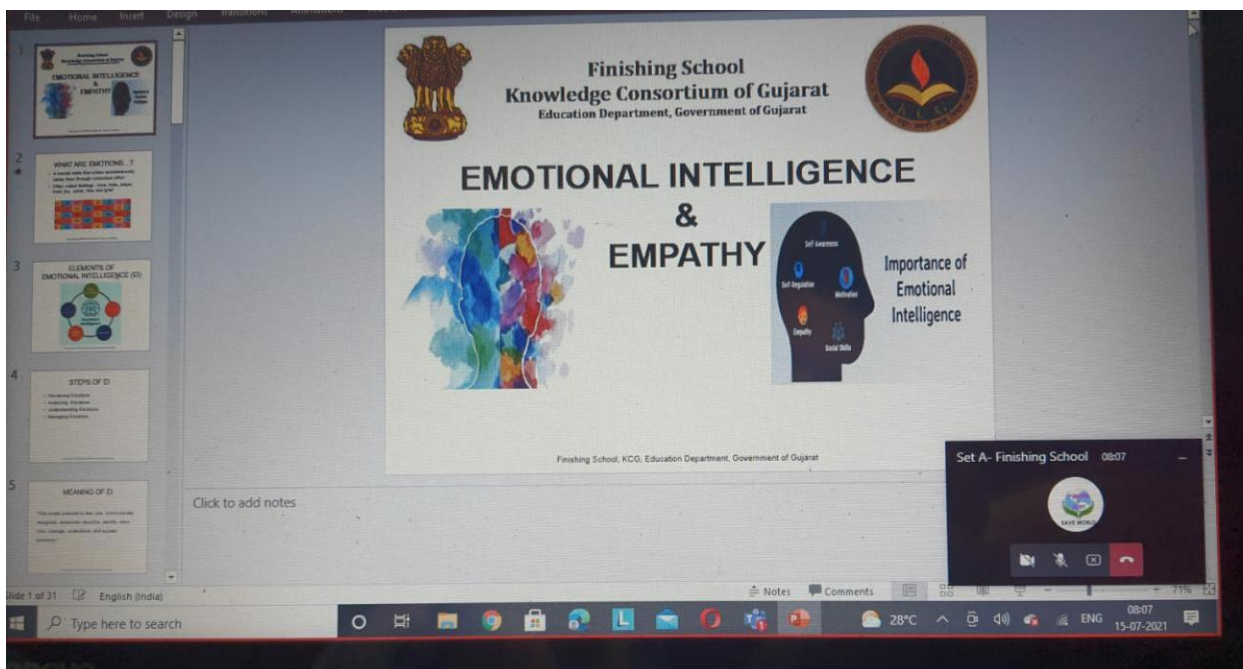
Topic discussed: INTERVIEW SKILLS AND EMPATHY



- 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



- 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. 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