

Finishing School Training Program - Student Outreach
(Online Mode)

On

“SET A & C”

SET A : 14th December to 23rd December - 2020
SET C : 7th April to 16th April - 2021

Principal
Shri C.H.Bhatt

Co-Ordinator
Shri K.M.Patel

Trainer
Mr.Uday Dholakia (SET A & C)



Organized by
Government Polytechnic, Valsad

Schedule of finishing school program 2020-21

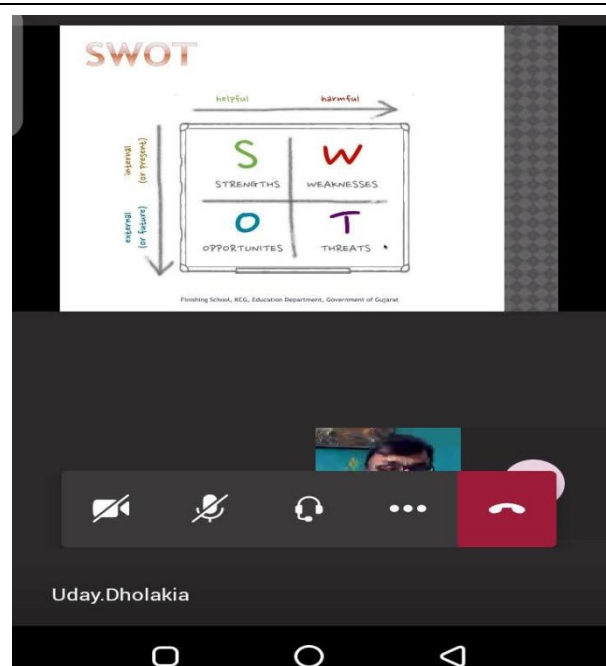
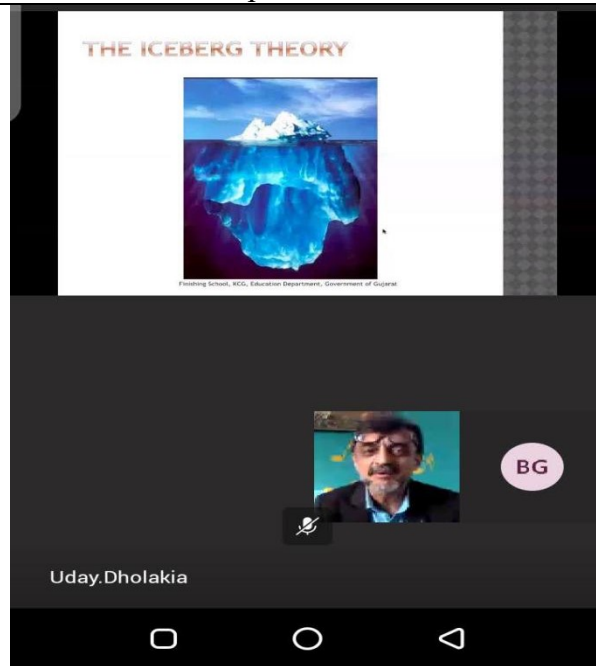
Trainer Name: Mr. Uday Dholakia

Batch 2

Finishing SchoolSET A			
S R. N o	Life and Employability Skills	Date	Timing
1	Self – Awareness-SWOT	14.12.2020	8.30 AM to 10.30 AM
2	Self Esteem and Self Confidence	15.12.2020	8.30 AM to 10.30 AM
3	Life & Professional Goal Setting	16.12.2020	8.30 AM to 10.30 AM
4	Grooming, Personal Hygiene and Body language (office Etiquettes)	17.12.2020	8.30 AM to 10.30 AM
5	Resume writing and Cover later	18.12.2020	8.30 AM to 10.30 AM
6	Job Search and Career options	19.12.2020	8.30 AM to 10.30 AM
7	Group Discussion	20.12.2020	8.30 AM to 10.30 AM
8	Interview Skills	21.12.2020	8.30 AM to 10.30 AM
9	Interview Skills & Empathy	22.12.2020	8.30 AM to 10.30 AM
10	Interpersonal Skills	23.12.2020	8.30 AM to 10.30 AM

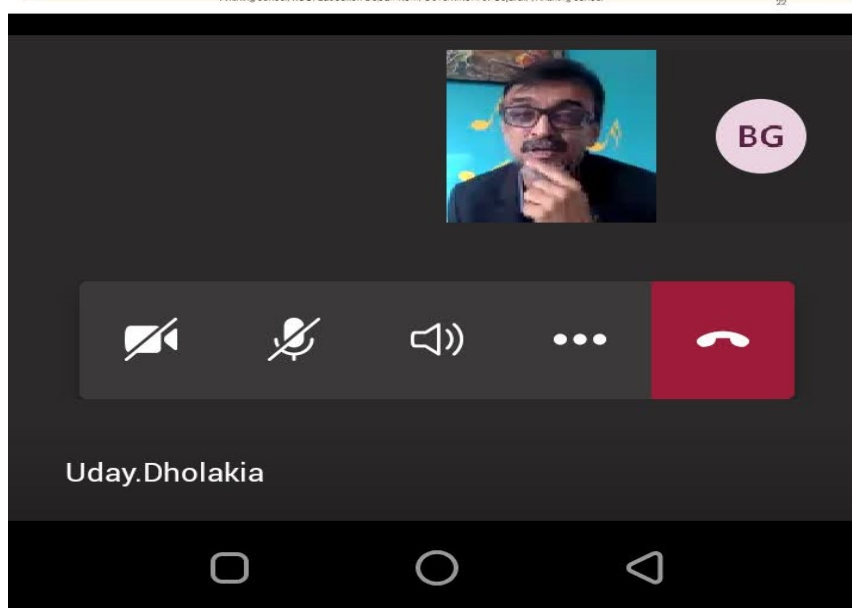
Day 1 (14/12/2020)

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 own 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 (15/12/2020)



In this session the students learnt 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 (16/12/2020)

Topic Discussed: LIFE AND PROFESSIONAL GOAL SETTING

At 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 (17/12/2020)

Topic Discussed: GROOMING, PERSONAL HYGIENE, BODY LANGUAGE.

- The 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 learning's derived were discussed.

Day 5 (18/12/2020)

Topic Discussed: RESUME WRITING AND COVER LETTER

Experience

- **Use the term "experience"**
 - **What is considered experience?**
 - Full and part-time jobs
 - Self-employment
 - Volunteer work
 - **Information to include**
 - Job Title / Job Role
 - Dates of employment
 - Company name
 - City & State
 - Responsibility
 - Achievements (output given, result given)

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- 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 (19/12/2020)

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 (20/12/2020)

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 also shown to students.

PRE-INTERVIEW PREPARATION

Things to remember:

- Gather information about the company
- Be on time
- Clear directions to reach venue
- Contact details of person concerned
- Read your Resume properly
- Keep your formal wear ready



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- This 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 PowerPoint presentation 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 to each student.
- A video containing the FAQ's of an interview was shown and how to answer the questions was discussed.

Day 9 (22/12/2020)

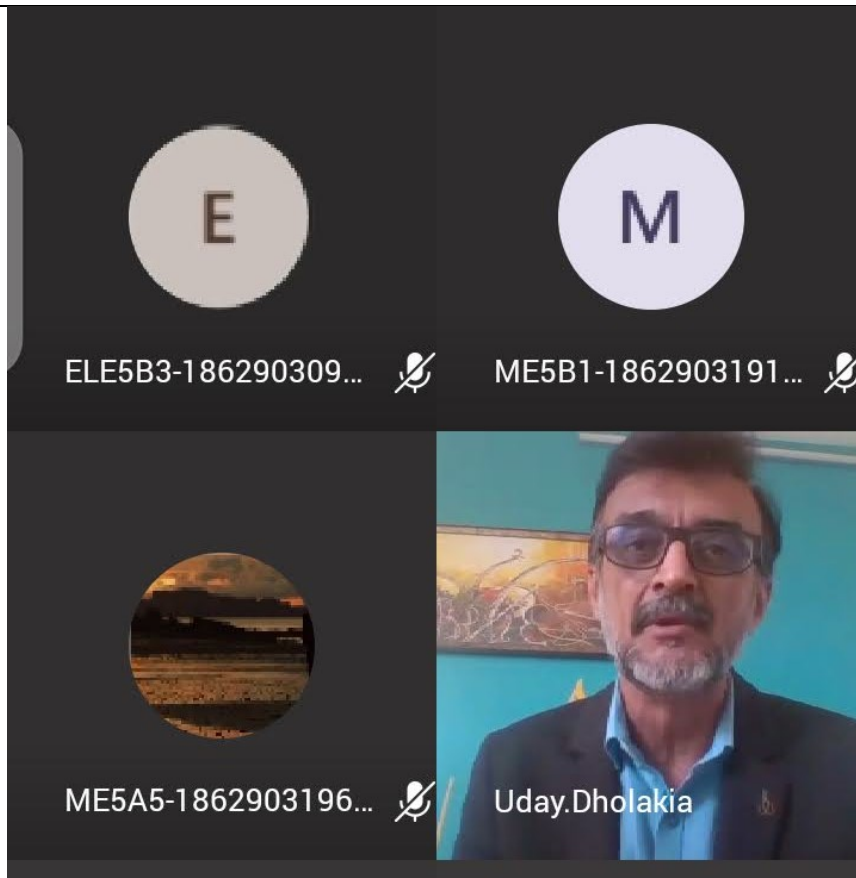
Topic Discussed: INTERVIEW SKILLS AND EMPATHY

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

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

Day 10 (23/12/2020)

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 learning's.

Online Training Schedule for Finishing School Training 2020-21

Name of College:- GOVERNMENT POLYTECHNIC VALSAD

SET : C (Life Skills & Employability Skills Training)

Name of Trainer :- Mr.Arul Pillai

Date :	From	07.04.2021	To	16.04.2021	Total Days : 10
	From	07.04.2021	To	16.04.2021	Total hours : 20

Sr. No	DATE & DAY	Time	Topic Name	HOURS
1	07-04-21	8.00 AM to 10:00 AM	Team Work	2 hours
2	08-04-21	8.00 AM to 10:00 AM	Leadership Skills	2 hours
3	09-04-21	8.00 AM to 10:00 AM	Positive Attitude and Motivation	2 hours
4	10-04-21	8.00 AM to 10:00 AM	Presentation Skills and Meeting Etiquette	2 hours
5	11-04-21	8.00 AM to 10:00 AM	Time Management	2 hours
6	12-04-21	8.00 AM to 10:00 AM	Self-Discipline and Emotional Intelligence (EI)	2 hours
7	13-04-21	8.00 AM to 10:00 AM	Stress Management and Anger Management	2 hours
8	14-04-21	8.00 AM to 10:00 AM	Social Media & Cyber Etiquette	2 hours
9	15-04-21	8.00 AM to 10:00 AM	Problem Solving & Decision Making	2 hours
10	16-04-21	8.30 AM to 10:30 AM	Critical Thinking & Professional Ethics	2 hours

Day 1 (07/04/2021)

Topic Discussed- TEAM WORK



The session started by a discussion on “Why is it important to work in teams”.

The following points were explained in detail:

Do’s and Don’ts of good team work.

Stages of team building.

How to work in a team effectively.

ACTIVITY: A group activity was given by the Trainer to apply the concepts discussed earlier and derive learning out of it.

Day 2 (08/04/2021)

Topic Discussed: LEADERSHIP SKILLS

Leadership being one of the key skills required by the employers, hence special emphasis was given on understanding this topic.

Points of discussion included:

Qualities of a Leader Different Leadership styles.

Why is it important to have leadership skills?

VIDEOS were shown to the students for better understanding.

Day 3 (09/04/2021)

Topic Discussed: POSITIVE ATTITUDE AND MOTIVATION.

This session was started with dividing the students into groups and sharing one incident of their lives where they had kept a positive attitude against all odds.

Surprising stories came to light especially how they were able to cope up with the COVID situation.

This healthy discussion led to immense learning’s and boosted their morale further. The Trainer also shared her personal life experiences.

Next, the different ways in which one can motivate themselves were discussed along with the MASLOW’S MOTIVATION THEORY.

Day 4 (10/04/2021)

Topic Discussed: PRESENTATION SKILLS & MEETING ETIQUETTE.



How to give effective presentations and the meeting etiquette that need to be followed were discussed in detail with the help of the PowerPoint presentation.

A VIDEO of relevance was shown for concept clarity.

GROUP ACTIVITY: The students were divided into groups and were given a topic to present. Feedback was provided by the trainer to the individual participants.

Day 5 (11/04/2021)

Topic Discussed: TIME MANAGEMENT

The students were asked How they would spend if given an amount of 86,400 /- rupees. They were then told how important it is be aware of how they are spending the number of seconds in a day which is 86,400.

Different methods of time management were taught:

MATRIX METHOD, ABC METHOD, TO-DO LIST METHOD, DOTS

METHOD GROUP ACTIVITY: IDENTIFY YOUR TIME WASTERS.

The students were divided into groups and were asked to identify one common time waster and DRAW it.

They were next asked to suggest ways to deal with the identified time wasters.

The day ended with lot of eye opening learning's.

Day 6 (12/04/2021)

Topic Discussed: SELF DISCIPLINE AND EMOTIONAL INTELLIGENCE

ICE BREAKER Activity- INTERVIEW A STRANGER-They were given a task wherein, learned about how to eliminate nervousness while giving introduction to any stranger and take his/her introduction.

Concept of self-discipline and EQ were discussed.

Importance of self-discipline and how to achieve it were taught to them.

Day 7 (13/04/2021)

Topic of the day: STRESS AND ANGER MANAGEMENT



The session started with discussing what stress is and its types. The different causes of stress were identified and the ways to handle stressful situation were taught in the class.

ACTIVITY: BE IN THE PRESENT MOMENT- Students participated in an activity where they learnt how to be in the present moment and overcome unnecessary stress, worry and overthinking.

Day 8 (14/04/2021)

Topic Discussed: SOCIAL MEDIA AND CYBER ETIQUETTE

The discussion included: Identifying the different social media platforms
DO's and Don'ts of each platform. Etiquette to be followed while interacting on these platforms. Things to take care when it comes to online presence etc.
At the end, along with committing any two skills that we will inculcate in our life, students were dispersed.

Day 9 (15/04/2021)

Topic Discussed: PROBLEM SOLVING & DECISION MAKING

The above-mentioned topic was discussed in detail along with its application in the day-to-day lives of the students.

Following method of problem solving were discussed in detail:

AFFINITY METHOD, CRITERIA METHOD

The students were then asked to apply Criteria Method on a common problem they all are facing as students.

Day 10 (16/04/2021)

Topic of the day: CRITICAL THINKING AND PROFESSIONAL ETHICS



Points discussed were: Meaning of critical thinking. Types of thinking, Different thinking hats and their relevance.

Students were then given different real life scenarios and were asked to identify the most appropriate thinking at they would use in the given situation.

The topic was Professional Ethics was discussed along with its importance in today's world. The students were then asked to IDENTIFY the professional ethics they would follow once they start their professional journey.

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