

GOVERNMENT POLYTECHNIC, VALSAD

FINISHING SCHOOL PROGRAM

(Knowledge Consortium of Gujarat)

REPORT

Finishing School is an Employability Enhancement Initiative of the Education Department, Government of Gujarat for imparting training on Skill development for students of Higher and Technical Education to make them Industry-ready.

From 30-11-2019 to 09-12-2019, a memorable finishing school Program was organized in our college. This event was held in our college in which total 45 students of **Electrical** and **Mechanical** department had participated. The program was commenced by the arrival Shree C. H. Bhatt Sir our principal followed by a welcome speech. He guided students with his inspirational words and inspired students to participate in such program organized by college. This 10 days program was conducted by **Anupama Bohra Empanelled Trainer**



Welcome speech by our principal sir 1st day of Finishing school program

DAY 1-Self Awareness – SWOT, Self Esteem and Self confidence.

On 1st day one topic such as self-awareness by SWOT analysis have been covered, students have learned about their strength, weakness, opportunity and threats. Such analysis will help students help build their self-confidence and self-esteem.



Day 2- Team work, life goals and Professional Goal settings.

Focusing on team work and peer to peer learning. Students were given tasks involving teams and opportunity to learn from each other ideas and life experience.



Team work and creativity of students using daily newspapers as material for making costume.

Day 3- Observation and Concentration Skills.

Concentration refers to an individual's ability to choose what they would like to pay attention to and what they prefer to ignore. Enhancing observation skills, will help students to come out of subconscious routine, and become conscious of their surroundings which will help them control thoughts and lead towards inner peace.



Task for testing concentration of students.

Day 3- Self-Discipline and Commitments.

Self discipline gives one the power to stick to one's decisions and follows them through, without changing one's mind, and is therefore, one of the most important requirements for to be successful in professional and personal life.



Task for Self Discipline and commitments.

Day 4- Stress Management

Research has proved that stress can severely hamper one's professional, personal and social life. Students learning to identify their stressors and learning techniques to manage them.



Day 4- Problem Solving, Decision making.

We often encounter various problems like interpersonal, technical, process related or people related. Students will be able to apply problem solving techniques and decision making tools.



Day 5- Negotiation Skills

In professional life or personal life, we come across many situations where one is supposed to demonstrate negotiation skills. For students learning negotiations skills is extremely important.



Day 5- Empathy, Interpersonal Skills

Empathy is one of the most important skills students can practice. It will lead them to greater success personally and professionally. Students learning interpersonal skills to make their life more successful both personally and professionally.



Day 6- Professional Ethics, Cover Letter

Professional ethics is the personal, organizational, and corporate standards of behaviour that students are expected to demonstrate as professionals. Students will be able to write cover letter which is very important when applying for job.



Day 6- Resume Writing

Resume is your personal representation to a company. A professionally curated resume ensure a positive outlook for the candidate. Students will be able to write their own resume.



Day 7- Grooming and Personal Hygiene, Body language.

Students learning to dress appropriately as per the occasion and also learn courtesy, etiquette and hygiene which are to be maintained in personal and professional life. Students learning about appropriate positive postures and gestures to help maintain and reflect confidence during an interview and while delivering a presentation.



Day 7- Time Management and Punctuality.

Students realizing the importance of being on time or being punctual using To-Do list and Time Management Matrix.



Day 8- Interview Skills -1

Interview is often a situation that creates immense pressure on students. Students learning to face interview questions and effectively present their skills.



Students actively participate in Mock interview.

Day 8- Interview Skills -2, Efficiency.

Students learning how to prepare for an interview. Be it outer appearance or representing the credentials.



Students feeling confident

Day 9- Presentation Skills

Students learning to make effective presentations via speech and also through the use of information and communication technology (ICT).



Day 9- Group Discussions.

GD is an important component of the selection processes followed by most of the employers. Students learning to face a group discussion and create a positive impression.



Day 10- Planning and Organizational skills.

Planning is an important skill to learn so as to ensure constant and systematic achievement of short and long term goals.

Students learning about how to plan and organize personal and professional life.



Day 10- Leadership Skills and Following Directions.

Leadership is an important quality that helps you as well as others to grow in the organization. Students learning about the importance of leadership and different leadership styles. Every task at hand needs a specific skill-set to complete it. Students learning how to work in a team and be good team-player.



Task for developing leadership skills

