

**Finishing School Training Program - Student Outreach**

**On**

**“SET A”**

**SET A : 17<sup>th</sup> January to 21<sup>th</sup> January - 2022**

**Principal**  
**Shri C.H.Bhatt**

**Co-Ordinator**  
**Shri K.M.Patel**

**Trainer**  
**Priti Zaveri (SET A)**



**Organized by**  
**Government Polytechnic, Valsad**

**Life and Employability Skills Training** was conducted at our institute for Final year students under Finishing School During 17th January to 21th January, 2022 by Trainer Priti Zaveri. The program was commenced by the arrival Shree C. H. Bhatt Sir our principal and K.M.Patel Coordinator of finishing School program followed by a welcome speech. Average 35 Students from **Plastic Engineering** were participated out of 46 student.

The college and university curriculum provides theoretical knowledge and partially about practical scenario. Practical knowledge enhancement can be done by such Academic -Corporate Interface which is immediate requirement of industry in current era.

The main objective of Finishing School Program is to prepare the students to face the challenges of the placement process and also equip them with skills required once they enter the corporate world. Our college got the opportunity to groom our students in employability skills under this sponsored program of ‘Finishing School’ supported by KCG, Ahmedabad, Gujarat.

The components covered during the training have been (1) Life Skills (2) Employability Skills (3) English Functional Skills (4) English Functional Skills. Each of the components, with its internal variety of sub-themes and core elements, has been significantly useful and fruitful in shaping personality and career of our students.

The SET A training of 20 hours for one batch was effectively completed by the trainer. This innovative teaching and learning process was well appreciated by the students. Trainers delivered the lectures in very effective and efficient manner.

**(A) Chart of Training Program:**

No	Date	Name of Topic	Name of Trainer
1	17/01/22	SWOT Analysis, Life Goal Setting.	Priti Zaveri
2	17/01/22	Self Esteem, Self Confidence Empathy.	Priti Zaveri
3	18/01/22	Team Work, Self Discipline, Problem Solving and Decision making..	Priti Zaveri
4	18/01/22	Commitment, Critical Thinking, Interpersonal Skills.	Priti Zaveri
5	19/01/22	Negotiation Skills, Stress management, Observation & concentration.	Priti Zaveri
6	19/01/22	Cover letter, Professional goal setting, time management and punctuality	Priti Zaveri
7	20/01/22	Resume writing, Body Language, Presentation Skills.	Priti Zaveri
8	20/01/22	Grooming and Personal Hygiene, Interview Skills.	Priti Zaveri
9	21/01/22	Group Discussion, Planning and Organizational skills, professional ethics.	Priti Zaveri
10	21/01/22	Leadership skills, following directions, efficiency.	Priti Zaveri

**Day 1 (17<sup>th</sup> January 2022, Monday)**

The Day started at 11:00 am with Introduction Session. The 1<sup>st</sup> Topic was “Self-Awareness – SWOT Analysis”. The students were explained the need of finishing school and motivated to participate in various activities which were conducted during the class for teaching what why and how self-awareness can be developed. At the end of the Topic several MCQs were solved by the students. The lunch break was at 01:00 pm till 02:00 pm. Post lunch Students learnt a “Self Esteem & Self-confidence”. Students were assessed for their self-esteem and further explained what holds them to be confident. Students were given tips for raising their self-confidence. The day ended at 04:00 pm.

### **Day 2 (18<sup>th</sup> January 2022, Tuesday)**

The Day started at 11:00 am. The 1<sup>st</sup> topic was “Life and Professional Goal setting”. In this topic students learnt about the importance of goal setting was explained. Students were able to understand the concept of Vision and Mission. Further leading to learn smart goal technique. The lunch break was at 01:00 pm till 02:00 pm. Post lunch students learnt about “Grooming, Personal Hygiene and Body language (Office Etiquette) were explained using international standard. Importance of grooming and office etiquettes for men and women both were explained. So that students can be prepared for facing interview. The day ended at 04:00 pm.

### **Day 3 (19<sup>th</sup> January 2022, Wednesday)**

The Day started at 11:00 am. The 1<sup>st</sup> topic for the day was “Resume Writing and Cover Letter” Here students learnt standard format for preparing resume and importance of cover letter was explained well. Processing of ATS – Application Tracking System also was well explained where how Resume are stored and assessed. The lunch break was at 01:00 pm till 02:00 pm.

Post Lunch they learnt about “Job Search and Career options” they learnt about the basic information about various online platforms for searching the job. Further how to find out one’s own passion and convert passion into the career was also explained. Students were asked to open the account on linked in and other official websites where their resume was asked to be uploaded in order to experience type of job opportunities. The day ended at 04:00 pm.

### **Day 4 (20<sup>th</sup> January 2022, Thursday)**

The Day started at 11:00 am with the topic „ The 1<sup>st</sup> topic for the day was “Group Discussions” Here students were explained how to participate in a group discussion for expressing thoughts and crack GD as interview process. Students were asked to participate in Group discussion and students participated in it enthusiastically. The lunch break was at 01:00 pm till 02:00 pm.

Later they learnt about students learnt about “interview skills”. Students were given guidelines for facing interview. Different type of questions that can be asked during the interview process. Pre and Post interview guidance was also given. Students were given an opportunity to participate in Mock interview

### **Day 5 (21<sup>th</sup> January 2022, Friday)**

The Day started at 11:00 am with the topic “Interview Skills and empathy”. In this activity students were given jumbled words which they had to transform into a particular type of sentence. In order to experience empathy they were given the chance to play the role of interviewer. They actually developed deeper understanding about the interview skills and empathy. The students participated in it enthusiastically.

The lunch break was at 01:00 pm till 02:00 pm. Later they learnt about “Interpersonal skills” Where they were allowed to explore various relationships and expectation from them. Students were asked to write a thank you letter to their parents for improving on their personal interpersonal skills at home. The session ended at 04:30 pm .

We are thankful to the Government of Gujarat and KCG for selecting our college under ‘Finishing School’. It’s not only improves the skills among the students but also enhances their skills to compete the real world. The feedback shares that students are very happy with the initiative by Government of Gujarat, as it enhances the efficiency of the student for practical training and knowledge.

### **(B) Outcome of training:**

1. The students have been aware and eager to develop life skills.
2. The students have learnt to focus on employability skills.
3. The students have learnt to develop more self-confidence.
4. The students have learnt to take up challenges.
5. The students have become more career-conscious.
6. The students have encountered with interview-techniques.
7. The students have developed an attitude towards problem-solving.
8. The students have redefined the planning of career and have learnt art of planning.
9. The students have focused on developing Leadership qualities.
10. The students have learnt the lessons in team-work.
11. The students have got an insight into effective communication and its importance.

### **Training from 17-01-2022 to 21-01-2022 Photograph**



