



# DON BOSCO VAZHKAATTI

▪ Career Guidance ▪ Training ▪ Job Placement

*Best Training (Colleges)*



**DON BOSCO VAZHKAATTI**

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## ABOUT US

Don Bosco Vazhikaatti is a career guidance, training and job placement centre. It is now in its 27<sup>th</sup> year of service. DBV has spread across 12 districts of Tamil Nadu & Puducherry.

## DBV – A GUIDE TO THE GROWING GENERATION

The future of humanity depends on the education of today's youth to a 'culture of life' that builds a society of equality, justice and harmony. As the youth determine the future, DBV guides them towards genuine career fulfilment in its service towards humanity. Saint John Bosco, popularly known as 'Don Bosco', dedicated his entire life to the welfare and progress of the youth, particularly people experiencing poverty and the jobless youth. He is our inspiration. Our long-term aim is to guide the deserving students and the youth, more so in the rural areas, to happiness, fulfilment and a career. To achieve this goal, the Salesians of Chennai Province started Don Bosco Vazhikaatti Centre, Chennai, in September 1997 for Career Guidance and Job Placement. DBV is now in its 27<sup>th</sup> year of service. DBV has spread its roots throughout Tamil Nadu and is headquartered in Chennai – Perambur. There were eight sub-centres: Vellore, Thiruvannamalai, Dharmapuri, Chengalpattu, Hosur, Sathyamangalam, Kotagiri and Puducherry.



## VISION

To guide, lead, and empower the poor youth with a positive attitude, skills, knowledge, and a value system for a joyful career and a meaningful life.

## MISSION

Don Bosco Vazhikaatti is committed to creating and enabling an optimistic learning environment for poor youth. They are given the requisite positive attitude, skills and knowledge to mould their character and make them productive and responsible citizens. Thus, it helps them pursue a career of choice in a dynamic, fast-paced, challenging world and contributes to a better society.

## NETWORKS

Our efforts gain momentum in joint ventures with the government, the Department of Education, corporate companies, NGOs, religious institutions, educational institutions, and other socially oriented sectors reaching out to our target group.

## DBV Services Overview

**Don Bosco Vazhikaatti (DBV)** plays a pivotal role within the Salesian Province of Chennai by providing extensive vocational support through its Youth Ministry department. This department effectively extends its influence across strategic locations, including the Union territories of Puducherry and the Andaman and Nicobar Islands, several districts in Tamil Nadu, and Fujairah in the United Arab Emirates.

## Services Offered by DBV:

**1. Career Guidance:** DBV offers essential career counselling to assist youth in navigating their future pathways. This includes career guidance seminars for school students, detailed analyses of prominent colleges, board examinations, and top entrance examinations. DBV provides strategic advice and steps to help students excel in top entrance exams like JEE, NEET, CUET, AIEEA, and more. This service equips them with the knowledge to make informed decisions about their educational and professional journeys.

## 2. Training:

- **BEST (Bosco Employability Skills Training):** This program equips participants with essential job-ready skills in the modern workplace.
- **Teacher Animation:** Specialised training designed for educators, focusing on innovative teaching methodologies and engagement strategies to enhance classroom dynamics.
- **Personality Development:** This training focuses on building confidence, practical communication skills, and other personal attributes crucial for professional success.
- **QUEST (Quality Upgradation of Educational Skills Training):** A program aimed at enhancing the educational capabilities of participants, ensuring they are well-prepared for academic challenges.
- **Tech Mahindra Partnership:** DBV and Tech Mahindra Foundation (TMF) have collaborated to launch SMART (Skills for Market Training) and SMART T (Technical) Centres, which offer three to six months of free vocational training for underprivileged candidates. These centres are designed to provide cutting-edge technical and market-driven skills to enhance employability.

## 3. Placement Services:

- **Job Drive:** Tailored events that connect participants directly with potential employers, facilitating on-the-spot job interviews and engagements.
- **Campus Drive:** Collaborations with educational institutions to provide students with access to job opportunities directly on their campuses.
- **Job Fairs:** These **large-scale** events bring together multiple employers and job seekers under one roof, providing a platform for networking and potential employment.

DBV's comprehensive services reflect its commitment to empowering youth with the tools they need to succeed in a dynamic and challenging world. Inspired by the legacy of Saint John Bosco, who dedicated his life to the welfare of young people, especially the marginalised, DBV continues to guide students towards fulfilling careers and lives. Through these structured programs and initiatives, Don Bosco Vazhikaatti ensures that youth achieve professional success and contribute positively to a better society.

## AWARENESS ON TRAINING PROGRAMS

Introducing college graduates to the plethora of training programs available can significantly enhance their transition from academia to the professional world. These programs, tailored to various industries and career paths, offer invaluable skill development opportunities and advancement opportunities. From industry-specific training initiatives to professional certifications and graduate internships, the landscape is rich with avenues for growth. Moreover, emphasising the importance of soft skills training, networking events, and mentorship can equip graduates with the well-rounded expertise needed to thrive in today's dynamic job market. Raising awareness of these diverse training opportunities empowers college graduates to embark on their professional journeys with confidence and readiness to excel.

### What it Covers?

A wide range of training programs are available to college graduates to enhance their employability and prepare them for the workforce.

Here are some popular options:

- 1. Industry-Specific Training Programs:** Many industries offer specialised training programs for recent graduates. These programs often provide hands-on experience, technical skills training, and exposure to industry practices. Examples include IT training programs, banking and finance courses, and healthcare management programs.
- 2. Government Initiatives:** The Indian Government frequently launches skill development initiatives to address the country's workforce needs. Programs like the Skill India Mission aim to train millions of youths across various sectors through vocational training, apprenticeships, and certification programs.
- 3. Corporate Training Programs:** Several companies offer training programs for college graduates, particularly in sectors like IT, finance, and manufacturing. These programs typically cover technical skills, soft skills, and domain-specific knowledge, preparing graduates for entry-level roles within the organisation.
- 4. Professional Certification Courses:** Professional certifications can significantly enhance graduates' employability. The Certifications are highly valued in the job market.
- 5. Internship Programs:** Internships are invaluable for college graduates to gain practical experience and industry exposure. Many companies offer internship programs for recent graduates, which often serve as pathways to full-time employment.
- 6. Entrepreneurship Development Programs:** With the growing startup ecosystem in India, entrepreneurship development programs are becoming increasingly popular. These programs provide aspiring entrepreneurs with the knowledge, skills, and resources to start and scale their ventures.

**7. Soft Skills Training Workshops:** Soft skills like communication, teamwork, and problem-solving are crucial for career success. Workshops and courses focused on developing these essential skills among college graduates.

**8. Government Exams Coaching:** For graduates aspiring to join the civil services, banking sector, or other government organisations, coaching institutes provide specialised training to prepare for competitive exams like UPSC, IBPS, and SSC.

By availing themselves of these diverse training opportunities, college graduates can enhance their skills, expand their career prospects, and make meaningful contributions to the country's workforce and economy.

### **How does it Work?**

Training programs begin with identifying participants' needs and designing a curriculum. Delivery methods vary, including classroom instruction, workshops, or online courses. Assessments gauge progress, with feedback provided. Participants practice skills through simulations or projects. Follow-up support ensures continued learning, while evaluations inform improvements for future programs. Overall, these programs aim to enhance participants' skills and knowledge effectively.

### **Resources**

BEST Workbook Series

- I. **Personal Skills**
  - *To Excel in Life & Career*
- II. **Social Skills**
  - *To Deal with Relationships*
- III. **Employability Skills**
  - *To Have a Great Career*
- IV. **Job Fair - Campus Recruitment Drive**
  - *Right Person, Right Job*

### **Methodology**

1. Interactive Sessions
2. Presentation
3. Activity Based
4. Question and Answers

## Employability Skills training session for Final Year Graduates (UG and PG)

Duration: 5 – 10 Hours/ 1 or 2 Days

Participants: 50-60 mixed students

Language: Tamil / English

Session Overview:

<b>Employability Skills</b>		
<b>Title</b>	<b>Topics Covered</b>	<b>Objective &amp; Outcome</b>
1. Choosing one's Career Path	Career Planning Process, Career Decision Making, Career Opportunities and Personality Types	Introduction and the idea of career and its process. Also, it reflects an individual's experiences with planning their career.
2. Job Hunting Skills	Job Search Process, Essential Steps for Career Campaign, Job Search Plan and Job-Hunting Skills	Job hunting helps to analyse job-seeking activities and improves job-seeking skills, clarifying career plans to find the desired job.
3.1. Body Language	Introduction, Importance of Body Language, Tips for the Job Seeker, Do's and Don'ts during an Interview	Body language is picking up unspoken issues, thoughts, and feelings. Positive body language boosts the morale of a candidate in the workplace success.
3.2. Personal Grooming	Introduction, Meaning and Importance of Grooming, Tips for Personal Grooming	Personal Grooming is to build self-confidence and enhance self-esteem. Grooming improves overall personality and proper behaviour socially and professionally in the workplace.
4.1. Professional Etiquette	Meaning, Merits of Etiquette: Professional, Business, Personal, Office and Social.	Etiquette is to create a professional, mutually respectful atmosphere and improve communication. It also helps the workplace to be a productive place.
4.2. Telephone & Email Etiquette	Introduction, Tips, Do's and Don'ts.	
5.1. Interview Process	Introduction, Resume, Aptitude Test, Interview Types, Interview Day Checklist, Mock Interview, Group Discussion: Purpose, Phases, Do's and Don'ts, Presentation Skills.	A multi-stage process for hiring new employees to the workplace. The method includes writing, posting, scheduling and conducting preliminary interviews. The interview allows knowing the applicant's skills, abilities and basic knowledge through job application and aptitude tests.
5.2. Resume Preparation		
5.3. Group Discussion		
5.4. HR Interaction	Brainstorming approach towards employment	The interaction helps students to escalate and convey workplace standards.
<b>5.5. Feedback Collection</b>		

## Social Skills Training Session for Second-Year Graduates (UG and PG)

Duration: 5 – 10 Hours/ 1 or 2 Days  
 Participants: 50-60 mixed students  
 Language: Tamil / English

Session Overview:

<b>Social Skills</b>		
<b>Title</b>	<b>Topics Covered</b>	<b>Objective &amp; Outcome</b>
<b>Orientation</b>	<b>Personal Skills</b>	<b>Connecting with other people and having positive relationships is essential for career success.</b>
1. Leadership Roles & Responsibilities	Leadership Skills - Qualities, Characters, Styles	This topic will give confidence and self-reliance. Makes a student to become an effective leader for the better future.
2.1. Team Building 2.2. Communication Skills	Team Building - Types, Characteristics, Different Stages. Communications - Skills, Types & Effectiveness	Team Building & Communication will identify how to collaborate with others.  Students will be able to accelerate themselves with others at their workplace
3.1. Emotions 3.2. Stress Management	Emotions – Four Groups, Reasoning, Impulse & Regulation  Stress – Types, Symptoms, Management	Learn the primary physiological responses of the human body to various environmental and emotional stresses. Participants can differentiate between everyday, healthy, environmental, and emotional stressors, both endogenous and reactive.
4.1. Gender 4.2. Criticism	Gender – Difference  Criticism – Types, how to Handle	Gender & Criticism is vital in shaping who I am and what is expected from me.
5.1. Social media	Areas, Benefits, Do's & Don'ts, Major practical applications	Developing social branding and expanding social communities.  Expansion for a successful career, converting followers into qualified leads for us
<b>5.2. Feedback Collection</b>		

## Personal Skills Training Session for First-Year Graduates (UG and PG)

Duration: 5 – 10 Hours/ 1 or 2 Days

Participants: 50-60 mixed students

Language: Tamil / English

Session Overview:

<b>Title</b>	<b>Topics Covered</b>	<b>Objective &amp; Outcome</b>
1.1. Self-Esteem	Classification, Steps to enhance	To Discover their unique abilities and characteristics. Develop positive attitudes toward lifelong learning.
1.2. Attitude	Principles, Functions, Keys to Develop Healthy Attitude.	It helps to avoid worries and negativity, bringing constructive life changes, i.e. happiness & more success.
2.1. Goal Setting	Methods, 5 Golden Principles	To evaluate performance with specific targets and responsibilities.
2.2. Time Management	Ways to improve — Compare Time, User and Time Waster — Why is time necessary?	I coordinate tasks and activities, enabling people to get better work done in less time.
3.1. Creative Thinking	Blocks of Creativity, Characteristics, Creative Vs Critical Thinking	It is an invaluable skill that helps to look at problems and situations from a fresh perspective.
3.2. Decision Making & Problem Solving	Edward-De-Bono's " Six Thinking Hats "	An analytical process is used to identify possible solutions to the situation. The challenging environment creates effective leadership & optimum effect.
4.1. SWOT Analysis	Strengths, Weaknesses, Opportunities and Threats	To provide the tools and information necessary to establish goals and objectives. A vital process to testing out the ideas.
4.2. Setting Expectations	Ways to set clear expectations	GainingGaining a sense of safety and security gives confidence and learning.
4.3. Career	Career choice factors, Difference between Career and Future, Career Test.	An opportunity to assess skills and competencies towards future aspirations. It helps to attain an individual's career goals with focus.
5.1. Interest and Abilities	Classify the Personal Abilities and People's Abilities	Understanding of skills, interests, values, and personality. Learning the good things with desire.
5.2. Multiple Intelligence	Types of activities in Multiple Intelligence — Wellness of the person.	To realise the strengths in successful learning. There are various ways to increase the accessibility of the learning experience.
<b>5.3. Feedback Collection</b>		

**Aptitude skills for Final Year Graduates (UG/PG):**



Aptitude skills are crucial for college students navigating academic and professional pursuits. These skills encompass critical thinking, problem-solving, communication, and adaptability. Cultivating these skills enhances academic performance and prepares students for successful careers and lifelong learning endeavours.

- **Career Readiness:** Aptitude training cultivates essential skills like critical thinking and problem-solving, enhancing employability and facilitating career advancement.
- **Academic Excellence:** Developing strong aptitude skills enables students to excel academically by improving their ability to understand complex concepts and analyse information effectively.
- **Personal Development:** Aptitude training fosters personal growth by boosting self-confidence, resilience, and adaptability, empowering individuals to navigate challenges and achieve fulfilment in various aspects of life.

### **Campus Recruitment Drives for Final Year Graduates (UG/PG):**

- **Opportunities:** Campus recruitment drives offer graduates direct access to job opportunities with leading companies without the need for extensive job hunting.
- **Convenience:** These events are typically held on campus, saving graduates time and effort in travelling to different locations for job interviews.
- **Networking:** Participating in campus recruitment drives allows graduates to network with recruiters and professionals in their field, potentially leading to valuable connections and future career opportunities.

### **Government Opportunities:**

Opportunities in the government sector for graduates with arts backgrounds are diverse and rewarding. Civil Services:

#### **For Arts:**

- Civil Services (IAS, IPS, IRS, IFS)
- State Public Service Commissions (TNPSC Group exams)
- Teaching and Education (TET, TRB, NET, SLET)
- Public Sector Banks (IBPS)
- Journalism and Mass Communication
- Social Work and Welfare
- Library and Information Services

#### **For Commerce:**

- ❖ Banking & Finance Sector Exams (IBPS, RBI, SBI, LIC & NIC)
- ❖ Civil Services (IES)
- ❖ CMA, CA, CS exams
- ❖ SSC group B & C posts
- ❖ NET & SET

## For Science:

- Combined defence services (Indian Army, Indian Air Force, and Indian Navy as officers)
- Indian Engineering Services (IES/ESE) - Indian Railways, Central Engineering Services
- Scientist/Engineer Recruitment in ISRO/ DRDO - positions in research & engineering
- Public Sector Undertakings (PSUs) - ONGC, BHEL, NTPC (technical, managerial roles)
- Research Fellowships - CSIR (Council of Scientific and Industrial Research), ICMR (Indian Council of Medical Research), and DBT (Department of Biotechnology) offer Junior Research Fellowships (JRF) and Senior Research Fellowships (SRF) for research positions.
- Teaching positions in government schools, colleges, and universities (TET, NET & SET)

## ToT Animation for the professors:

Training of Trainers (ToT) programs for college professors can be incredibly beneficial for enhancing teaching effectiveness & professional development.

- **Pedagogical Skills Enhancement:** ToT programs equip professors with advanced teaching methodologies and instructional strategies to engage students effectively and promote active learning.
- **Technology Integration:** ToT sessions focus on integrating technology into teaching practices, enabling professors to leverage digital tools and online platforms to enhance the learning experience.
- **Peer Learning and Collaboration:** ToT programs foster collaboration among professors, allowing them to share experiences, learn from each other, and build a supportive community of educators.
- **Professional Networking and Support:** This networking enables professors to build professional connections, seek mentorship, and access ongoing support for their teaching endeavours.

Overall, ToT programs empower college professors to become more effective educators, inspiring learning and fostering academic excellence among their students. Top of Form

In conclusion, training programs for college graduates play a pivotal role in shaping their career trajectories, fostering lifelong learning habits, facilitating personal development, and contributing to the broader societal and economic landscape. Moreover, Training programs instil a culture of continuous learning, empowering graduates to adapt to evolving industry trends and remain competitive throughout their careers.

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