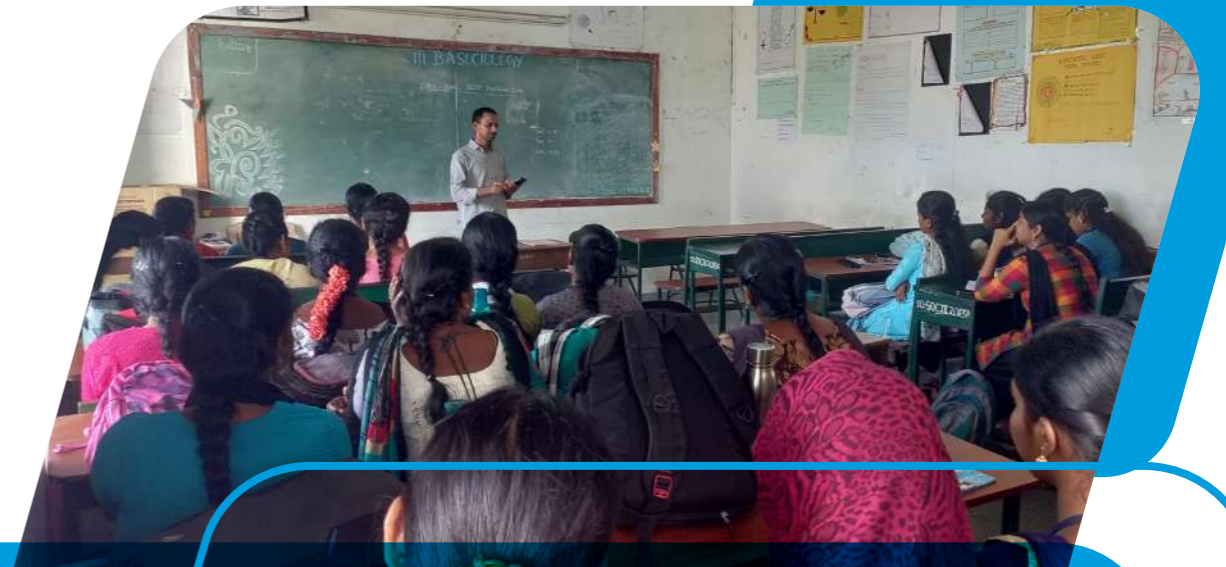


Conclusion of the Program

The "Soft Skills Training on Employability Skills" program at Queen Mary's College was an enriching experience that equipped students with essential skills to navigate their careers effectively. The thoughtfully designed curriculum, combined with interactive sessions and real-world insights, ensured participants gained practical knowledge and confidence. Through the collaborative efforts of Don Bosco Vazhikaatti and Queen Mary's College, this initiative demonstrated a strong commitment to enhancing student employability and preparing them for the challenges of the modern workforce. The skills learned during this program will undoubtedly serve as a foundation for students' future success in their professional journeys.



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REPORT OF
DON BOSCO VAZHKAATTI, CHENNAI
SOFT SKILLS TRAINING ON
EMPLOYABILITY SKILLS
AT QUEEN MARY'S COLLEGE, CHENNAI

Introduction about DBV employability skills

In an era where employability skills are paramount for career success, Don Bosco Vazhikaatti partnered with Queen Mary's College (Autonomous), Chennai, to conduct the "II Year PG Soft Skills Training on Employability Skills" program (Paper code: PSS18). This comprehensive training initiative was designed to empower postgraduate students with the vital skills needed to excel in their careers. Over the course of 12 days, participants engaged in a series of interactive sessions, each tailored to address specific facets of employability, from personal grooming to professional communication.



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Program Overview

Duration: 12.02.2024 to 28.02.2024 (12 days)

Participants: 280 students

Objectives:

- To enhance employability skills among students.
- To provide practical tools and techniques for job readiness.
- To foster self-confidence and professional etiquette.



About Don Bosco Vazhikaatti

DON BOSCO VAZHKAATTI

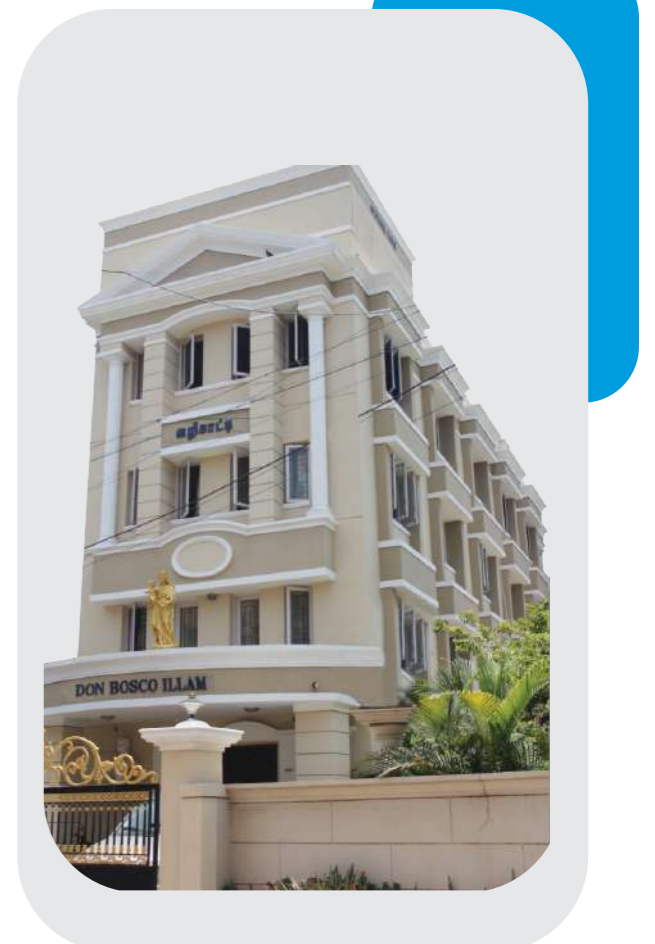
IS A CENTRE FOR CAREER GUIDANCE, TRAINING AND JOB PLACEMENT. IT IS NOW IN ITS 27 TH YEAR OF SERVICE. DBV HAS SPREAD ACROSS IN 8 DISTRICTS OF TAMIL NADU & PUDUCHERRY.

VISION: (JOYFUL CAREER)

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

MISSION: (To create a better society)

Don Bosco Vazhikaatti is committed to create and enable an optimistic learning environment for the poor youth. They are given the requisite positive attitude, skills and knowledge to mould their character and make them productive and responsible citizens. Thus, helping them to pursue a career of their choice in a dynamic, fast paced challenging world and help contribute towards a better society.



Day-by-Day Breakdown

Day 1:

Employability Skills Intro & Importance

The program kicked off with an engaging session that laid the groundwork for understanding employability skills. The facilitator emphasized the critical role these skills play in securing employment and succeeding in the workplace. Students participated in a brainstorming activity where they identified skills they believed were essential for their chosen fields. This interactive discussion set a collaborative tone for the following sessions.

Day 2:

Career Planning Process

On the second day, students explored the structured approach to career planning. They were guided through the steps of self-assessment, market research, and setting realistic career goals. The session included interactive workshops where participants created vision boards outlining their career aspirations. This hands-on activity helped students visualize their goals and recognize the pathways to achieve them.



Day 3:

Job Hunting Skills

This day focused on equipping students with effective job-hunting strategies. The facilitator introduced various job search platforms and discussed the importance of networking. Participants engaged in exercises that involved writing compelling cover letters and identifying keywords to use in job applications. Real-life scenarios were shared to illustrate common job-hunting pitfalls and how to avoid them.

Day 4:

Body Language

Recognizing the impact of non-verbal communication, this session delved into the nuances of body language. Through role-playing activities, students practiced maintaining eye contact, posture, and gestures. The facilitator provided feedback on how these elements can significantly influence perceptions during interviews and networking events. The day concluded with a video analysis of effective speakers, highlighting their use of body language.



Day 5:

Personal Grooming

Understanding that first impressions are lasting, this session covered the principles of personal grooming and professional attire. Students learned about the importance of dressing appropriately for different professional settings. A grooming workshop included practical tips on personal hygiene, hair care, and appropriate accessories. Participants left with a checklist to ensure they are always presentation ready.

Day 6:

Professional, Telephone & Email Etiquette

Effective communication is a cornerstone of professional success. This day addressed the nuances of professional etiquette across various platforms. The facilitator conducted mock telephone conversations to practice polite and clear communication. Additionally, students engaged in writing exercises to craft professional emails, focusing on tone, clarity, and formality. Common email pitfalls were discussed, equipping students to make a positive impression online.

Day 7:

Resume Preparation

In this crucial session, participants learned how to create standout resumes. The facilitator presented various resume formats and discussed the importance of tailoring resumes to specific job descriptions. Students worked in pairs to critique each other's resumes, providing constructive feedback. The session also included a segment on the significance of highlighting transferable skills and relevant experiences.

Day 8:

Interview Process

Building on the previous day's focus on resumes, students were introduced to the interview process. They learned about different interview types, including behavioral and situational interviews. The facilitator shared tips for effective answers, emphasizing the STAR (Situation, Task, Action, Result) technique. Interactive role-playing allowed students to practice answering common interview questions, fostering confidence in their abilities.

Day 9:

Group Discussion

This day centered around developing teamwork and communication skills through group discussions. Students were divided into small groups and given topics to discuss. Each group presented their conclusions, which were critiqued by peers. This exercise honed their ability to articulate thoughts clearly, listen actively, and work collaboratively essential skills in any professional setting.

Day 10:

Job Networking (Job Portals)

Participants were educated on the importance of networking and leveraging job portals to enhance their job search. The facilitator demonstrated how to create effective LinkedIn profiles, emphasizing the need for professional branding online. Students engaged in networking exercises, simulating real-life scenarios to practice their elevator pitches and develop their networking strategies.



Day 11:

Mock Interview – SIAMI (Self Introduction Assessment cum Mock Interview)

A key highlight of the program, the Mock Interview session, allowed all 125 students to experience a realistic interview environment. Mr. Keethivasan, HR Manager, MMC Infotech, Santhome had addressed the gathering. The students participated in self-introduction assessments followed by mock interviews with experienced professionals. Constructive feedback was provided, focusing on areas for improvement and highlighting strengths. This experience was invaluable, boosting students' confidence and readiness for real interviews.

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Day 12:

HR Interaction on Importance of Employment

The program concluded with an interactive session featuring HR professionals who discussed current job market trends and the skills that employers prioritize. They shared personal anecdotes and insights into the hiring process, providing students with a broader understanding of what to expect in their job search. The session culminated in a Q&A, allowing students to ask questions and seek advice directly from industry experts.

Assignment

As part of the Soft Skills Training program on Employability Skills (Paper code: PSS18), Queen Mary's College (Autonomous), Chennai, assigned a practical task to its II Year PG students focused on resume preparation. This assignment aimed to equip students with the essential skills needed to craft a professional resume, which is a critical tool in the job application process.

Objective:

The primary goal of the assignment was to guide students in creating tailored resumes that effectively highlight their skills, experiences, and educational background, ultimately preparing them for the competitive job market.

Outcome & Impact:

The resume preparation assignment served as an invaluable opportunity for II Year PG students at Queen Mary's College to develop critical employability skill. By engaging in this task, students learned to present their qualifications effectively, ensuring they are better prepared for their future job applications. The assignment not only reinforced the importance of a well-structured resume but also instilled a sense of confidence in students as they approach the job market. Through this initiative, Queen Mary's College continues to foster a culture of career readiness among its students.

