



BOSCO EMPLOYABILITY SKILLS TRAINING (BEST) PROGRAM 2025



Sacred Heart College
(Autonomous),
Tirupattur Dt.



For More Information
www.donboscovazhikaatti.com

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Introduction: **BEST Program**



The Career Empowerment and Skill Development Program called **Bosco Employability Skills Training (BEST)** held at Sacred Heart College (Autonomous), Tirupattur aimed at providing comprehensive career insights and professional development to the UG final year students.

The program ran from January 21st to January 23rd, 2025, with sessions designed to enhance self management, learning, organizational, and enterprise skills. These sessions were further enriched with career guidance, competitive exam insights, and mock interviews, laying a strong foundation for the students' entry into the workforce or higher education.



About

Sacred Heart College:

Sacred Heart College (Autonomous) is a prominent higher education institution located in Tirupattur District, Tamil Nadu. Established in 1951 by the Salesians of Don Bosco, it is one of the leading Christian Minority Educational Institution in the region. The college offers a range of undergraduate, postgraduate, and research programs across various disciplines, including Arts, Science, Commerce, and Humanities.

Known for its strong academic framework, the college is committed to holistic development, emphasizing not only intellectual growth but also spiritual, moral, and social values. It boasts an impressive faculty, state-of-the-art facilities, and a vibrant campus life. Sacred Heart College has earned a reputation for producing well-rounded graduates who excel in their respective fields. Its autonomous status allows the college to design its own curriculum, ensuring that it stays relevant to current educational trends and global standards. The institution fosters a strong sense of community and encourages students to engage in extracurricular activities, sports and social service, thus shaping leaders of tomorrow.

About

Career Guidance and Placement Cell of the college:

The Career Guidance and Placement Cell at Sacred Heart College (Autonomous), Tirupattur, plays a vital role in helping students transition from academic life to their professional careers. The cell provides comprehensive career counselling, guidance on skill development, and organizes various workshops to enhance employability. It also facilitates campus recruitment drives, connecting students with top companies in diverse sectors.

The placement cell works closely with industries and organizations to ensure students have access to job opportunities. Additionally, it offers support in preparing resumes, interview techniques, and career exploration. The cell's proactive approach helps students identify career paths that align with their strengths and interests, ensuring a successful entry into the workforce. Through these efforts, Sacred Heart College helps students secure placements in reputed companies, fostering their professional growth and development.





About Don Bosco Vazhikaatti

Don Bosco Vazhikaatti, located in Chennai, is a career guidance and placement centre dedicated to helping young individuals enhance their employability skills and secure meaningful employment. As part of the Don Bosco Network, it aims to empower youth, particularly those from marginalized backgrounds, by providing personalized career counselling, skill development training, and placement services. The centre offers a variety of programs focused on improving communication skills, technical knowledge, and job readiness. It also collaborates with industries and companies to organize job fairs, internships, and training sessions, ensuring that participants are well-prepared to meet the demands of the job market. Through its efforts, Don Bosco Vazhikaatti plays a crucial role in supporting youth in building successful careers and contributing to their personal and professional growth.

About BEST Program



The Bosco Employability Skills Training (BEST) Program is designed to equip college students with the necessary skills required to thrive in today's competitive job market. The program addresses the key areas of Personal Skills, Social Skills, and Employability Skills, along with a dedicated Campus Recruitment Drive. By enhancing the students' knowledge and practical capabilities, the program aims to holistically improve their personality and career prospects.

Through interactive training sessions and campus recruitment drives, the BEST program will empower students to project themselves as confident, employable professionals capable of excelling in both personal and professional realms.

Program OBJECTIVES



DEVELOP ESSENTIAL SKILLS FOR CAREER SUCCESS:

Help students recognize the importance of Personal, Social and Employment Skills and how to effectively integrate them to achieve their career goals.



ENHANCE COMMUNICATION SKILLS:

Improve students' ability to communicate effectively, particularly in self-introduction scenarios, while also helping them overcome the fear of facing job interviews.



PREPARE FOR JOB INTERVIEWS:

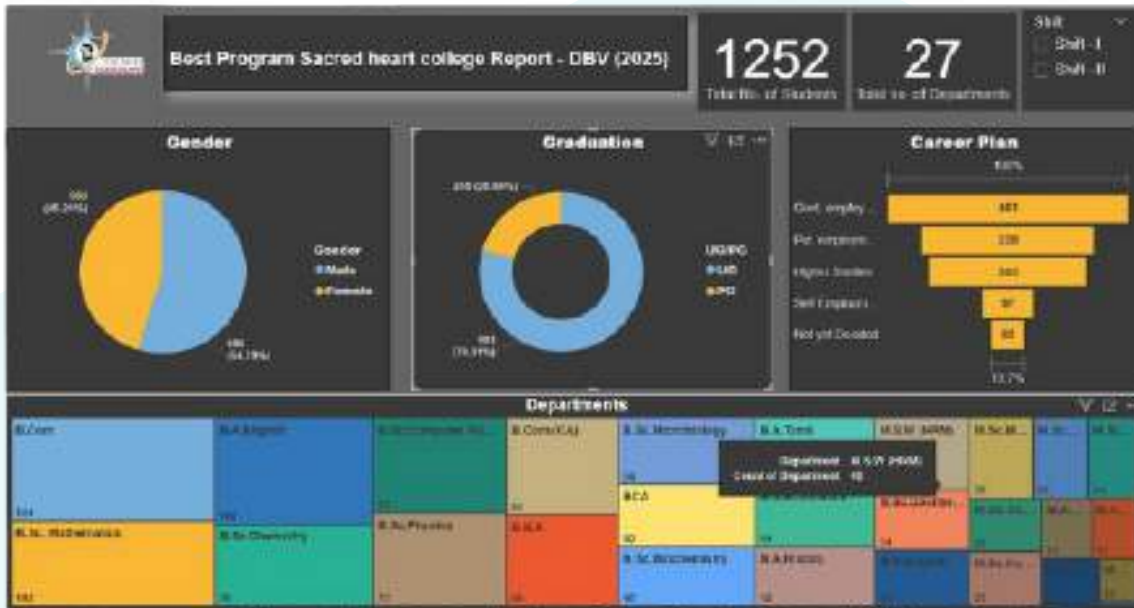
Equip students with the skills necessary to handle job interviews confidently and effectively, ensuring a higher success rate in securing positions.



BUILD A PROFESSIONAL IMAGE:

Impart knowledge and techniques to project a polished and confident professional image, crucial for succeeding in any career.

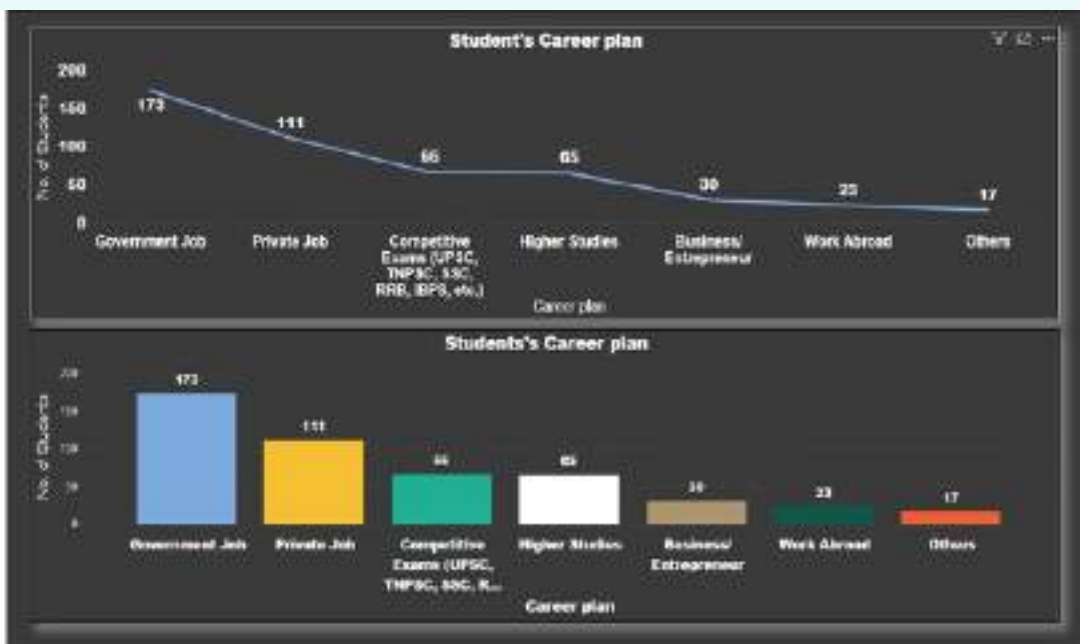
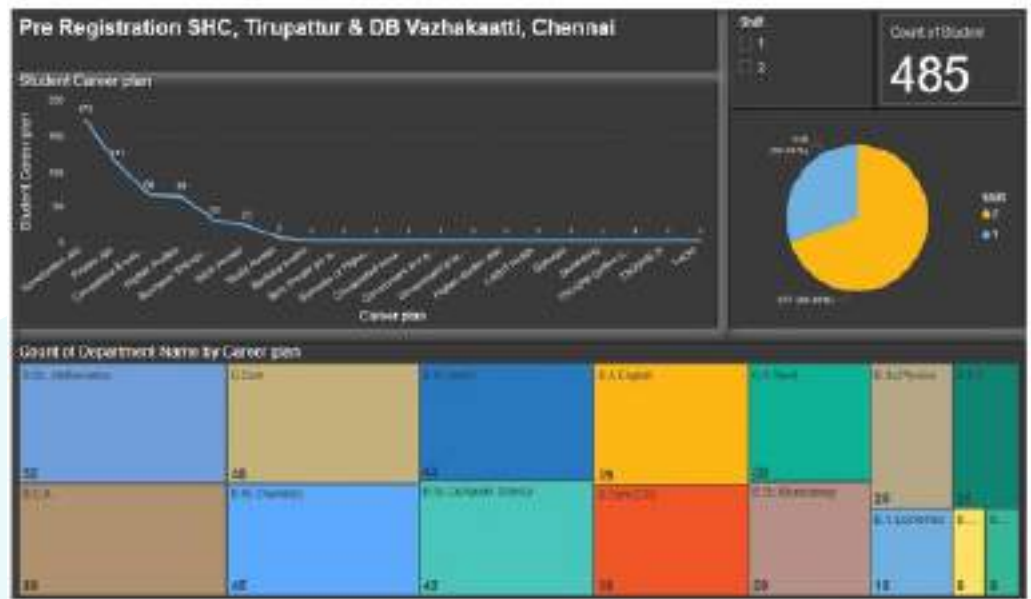
Target Audience Information Job Survey by the College



S.No.	Department	SHIFT 1	SHIFT 2
1	B.A. Tamil	-	45
	B.A. English	29	31
	B.A. History	-	33
	B.A. Economics	30	-
2	B. Com	34	41
	B. Com (CA)	-	31
4	B.B.A	41	-
	B.C.A	-	30
5	B.Sc. Mathematics	47	26
6	B.Sc. Physics	22	35
7	B.Sc. Chemistry	26	28
8	B.Sc. Computer Science	34	31
9	B.Sc. Microbiology	43	-
10	B.Sc. Biochemistry	36	-
11	B.Sc. Counselling Psychology	20	-
Total		362	331



Pre - Registration by Don Bosco Vazhikaatti (485 responses)



BEST Program Information:

Building Personal and Professional Foundations



DAY ONE: 21.01.2025, Tuesday

Batch		8.30am – 09.20am	09.20am – 10.10am	10.10am – 11.00am		02.00pm – 03.00pm	03.00pm – 04.00pm	04.00pm – 05.00pm
1	Gathering @ 8.15am	Self-Management Skills (Mr. Levin & Mr. Neethi)	Learning skills (Mr. Lawrence)	Career Guidance: Government, Private & Global Opportunities (Fr. Joe & Prem)	L U N C H	Learning skills (Mr. Lawrence)	Career Guidance: Government, Private & Global Opportunities (Fr. Joe & Prem)	Self-Management Skills (Mr. Levin & Mr. Neethi)
2		Learning skills (Mr. Lawrence)	Career Guidance: Government, Private & Global Opportunities (Fr. Joe & Prem)	Self-Management Skills (Mr. Levin & Mr. Neethi)		Career Guidance: Government, Private & Global Opportunities (Fr. Joe & Prem)	Self-Management Skills (Mr. Levin & Mr. Neethi)	Learning skills (Mr. Lawrence)
3		Career Guidance: Government, Private & Global Opportunities (Fr. Joe & Prem)	Self-Management Skills (Mr. Levin & Mr. Neethi)	Learning skills (Mr. Lawrence)		Self-Management Skills (Mr. Levin & Mr. Neethi)	Learning skills (Mr. Lawrence)	Career Guidance: Government, Private & Global Opportunities (Fr. Joe & Prem)

Session 1:

Self-Management Skills

Instructors:

Mr. Levin & Mr. Neethimanickam

Self Management Skills

(Mr. Levin & Mr. Neethi) Career Guidance: Government, Private & Global Opportunities (Fr. Joe & Prem) This session aimed to empower students with tools for personal growth, self - branding, time management, and emotional intelligence to navigate their future professional journeys.

Session 2:

Learning Skills

Instructor:

Mr. Lawrence

Focused on helping students develop critical learning habits, improve study techniques, and enhance their intellectual agility.

Session 3:

Career Guidance on Government, Private & Global Opportunities

Speakers:

Fr. Joe & Mr. Prem

Offered a comprehensive overview of career opportunities in various sectors—government, private, and international. The session illuminated pathways to global employment opportunities for graduates.

BEST Program Information:

Cultivating Career Ready Skills



DAY TWO: 22.01.2025, Wednesday

Batch		8.30am – 09.20am	09.20am – 10.10am	10.10am – 11.00am		02.00pm – 03.00pm	03.00pm – 04.00pm	04.00pm – 05.00pm
1	Gathering @ 8.15am	Planning and Organizational Skills (Mr. Levin & Mr. Neethi)	Initiative and Enterprise Skills (Mr. Lawrence)	Career Guidance: Top Competitive Exams after Degree (Fr. Joe & Prem)	L U N C H	Career Guidance: Top Competitive Exams after Degree (Fr. Joe & Prem)	Planning and Organizational Skills (Mr. Levin & Mr. Neethi)	Initiative and Enterprise Skills (Mr. Lawrence)
2		Initiative and Enterprise Skills (Mr. Lawrence)	Career Guidance: Top Competitive Exams after Degree (Fr. Joe & Prem)	Planning and Organizational Skills (Mr. Levin & Mr. Neethi)		Planning and Organizational Skills (Mr. Levin & Mr. Neethi)	Initiative and Enterprise Skills (Mr. Lawrence)	Career Guidance: Top Competitive Exams after Degree (Fr. Joe & Prem)
3		Career Guidance: Top Competitive Exams after Degree (Fr. Joe & Prem)	Planning and Organizational Skills (Mr. Levin & Mr. Neethi)	Initiative and Enterprise Skills (Mr. Lawrence)		Initiative and Enterprise Skills (Mr. Lawrence)	Career Guidance: Top Competitive Exams after Degree (Fr. Joe & Prem)	Planning and Organizational Skills (Mr. Levin & Mr. Neethi)

Session 1:

Planning and Organizational Skills

Instructors:

Mr. Levin & Mr. Neethimanickam

This session focused on strategic thinking, prioritization, and effective planning, all essential for navigating the fast-paced world of work.

Session 2:

Initiative and Enterprise Skills

Instructors:

Mr. Lawrence

This session focused on strategic thinking, prioritization, and effective planning, all essential for navigating the fast-paced world of work.

Session 3:

Career Guidance on Top 40 Competitive Exams after Graduation

Instructors:

Speakers: Fr. Joe & Mr. Prem

This session focused on strategic thinking, prioritization, and effective planning, all essential for navigating the fast-paced world of work.

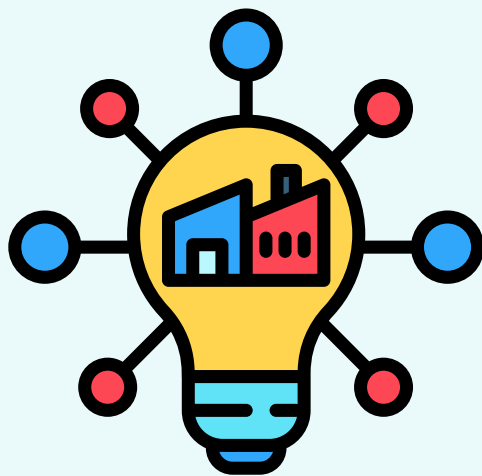
BEST Program Information:

Practical Application Industry Insights



DAY THREE: 23.01.2025, Thursday

Batch		8.30am – 09.20am	09.20am – 10.10am	10.10am – 11.00am		02.00pm – 03.00pm	03.00pm – 04.00pm	04.00pm – 05.00pm
1	Gathering @ 8.15am	1. SIAMI: Self-Introduction Assessment cum Mock Interview (HR Trainees)			L U N C H	1. SIAMI: Self-Introduction Assessment cum Mock Interview (HR Trainees)		
2		2. HR Interaction cum Job orientation sessions by the company representative (Mr. Rajesh – Workplace Ethics, Banking, Sales, Marketing Jobs & Mrs. Lydia – Career Clarity After Degree)				2. HR Interaction cum Job orientation sessions by the company representative (Mr. Rajesh – Workplace Ethics, Banking, Sales, Marketing Jobs & Mrs. Lydia – Career Clarity After Degree)		
3		3. General Session: Competitive Exams orientation (Mr. Lawrence)				3. General Session: Competitive Exams orientation (Mr. Lawrence)		





BEST Program Information:

Practical Application Industry Insights

Session 1:

SIAMI – Self-Introduction Assessment cum Mock Interview

Speakers: HR Trainees

The third day of the program kicked off with a Self-Introduction Assessment cum Mock Interview (SIAMI) session conducted by HR trainees. This initiative allowed students to practice introducing themselves confidently while receiving constructive feedback. A total of 135 students participated in this session, which was divided into forenoon (111 students) and afternoon (24 students) sessions. The mock interviews simulated real-world scenarios, providing students with valuable insights into what to expect during actual job interviews.

DBV - SHC BEST Program 2025: Self-Introduction Assessment cum Mock Interview (SIAMI)					
Forenoon Session			Afternoon Session		
SHIFT 2	B. Com (CA)	14	SHIFT 1	B. Com	2
	B. Com	16		B.A. English	3
	B.A. History	14		B.Sc. Mathematics	5
	B.A. English	8		B.Sc. Computer science	1
	B.A. Tamil	13		B.Sc. Physics	1
	B.Sc. Mathematics	17		B.Sc. Microbiology	5
	B.Sc. Computer science	12		BBA	7
	B.Sc. Physics	8			
	B.Sc. Chemistry	7			
	BCA	2			
Total Participants		111	Total Participants		24

BEST Program Information:

Practical Application Industry Insights



Session 2:

HR Interaction & Job Orientation

Speaker: Mr. Carol Rajesh, Proprietor – Gloria Associates

This session provided insights into workplace culture, ethics, and job roles in sectors like Banking, Sales, and Marketing. It was designed to equip students with the necessary workplace behaviours and soft skills.



Session 3:

Career Coaching – Niche Clarity for Graduates

Speaker: Mrs. Lidiya Ravindradas, Career Coach, Chennai

Mrs. Lidiya helped students gain clarity on career choices, guiding them to align their strengths with niche career opportunities.

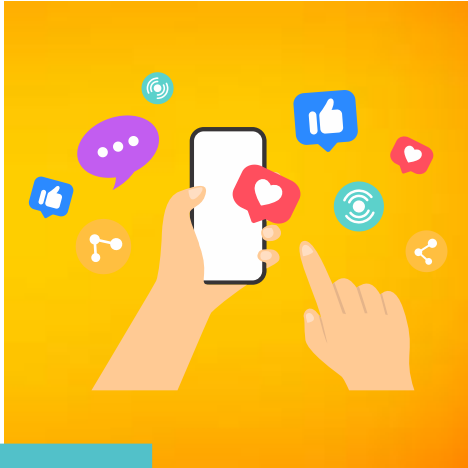


Session 4:

Competitive Exams

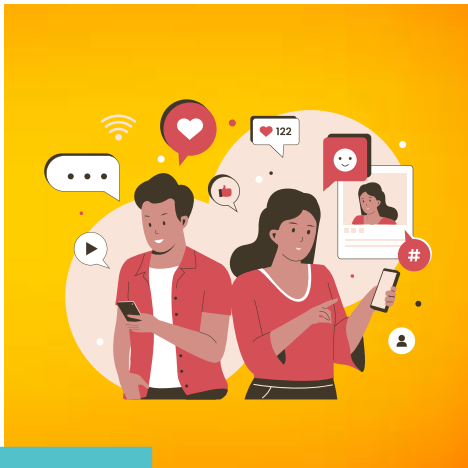
Speaker: Prof. Lawrence Jeyakumar, Founder – Career Craft

Prof. Jeyakumar provided an in-depth session on competitive exams after graduations, offering strategies and resources to succeed in these exams.



Post-Program Follow-Up: Continuous Support Beyond the Classroom

The BEST program was not limited to the three days of training. Don Bosco Vazhikaatti provided continuous support through various follow-up initiatives to ensure that students stayed connected and motivated:



Post-Program Follow-Up: **Continuous Support Beyond the Classroom**



a) Career Insights Weekly Magazine:

Regular updates and career advice were shared with participants through a dedicated magazine, helping them stay informed about job opportunities and career trends.

b) Tele Counseling:

Students could reach out for telephonic counseling sessions to receive personalized guidance and advice on career decisions.

c) DBV WhatsApp Channels:

The establishment of dedicated WhatsApp channels (EDU+ for educational resources and Job Alerts) kept students engaged with useful information, job postings, and career development tips.

d) Don Bosco Vazhikaatti YouTube Channel:

The program participants were encouraged to subscribe to the YouTube channel for educational content, career webinars, and training sessions.

e) Don Bosco Job Placement Network (Jobs DBI app)

connects students and job seekers with potential employers, offering a platform for seamless job placement. It streamlines the process of job matching, providing tools for resume building, job search and career development.

f) Training cum Placement opportunities model

connects student participants with DBV client companies, offering hands-on training followed by potential job placements. This initiative enhances students' skills and increases their employability through real-world industry exposure.

g) Campus Drive & Placement Assistance (March 2025):

A campus drive and placement assistance will be organized in March 2025, providing students an opportunity to directly engage with potential employers.

Innovative Components: **Future-Proofing Graduates**

1. Real-World Career Insights: Industry speakers and HR representatives shared first-hand knowledge about the evolving job market, empowering students to make informed decisions about their future.

2. Skill-Based Approach: The focus on developing soft skills such as self-management, initiative, and organizational skills was a unique feature, setting the program apart as a holistic career development initiative.

3. Mock Interviews & HR Interactions: By introducing students to mock interviews and HR job orientations, the program gave students an opportunity to experience real-world job interactions before entering the workforce.

4. Global Career Pathways: A particular emphasis was placed on international career opportunities, helping students view their future through a global lens.



Feedback & Impact

The participants' feedback, gathered via Google Forms, was overwhelmingly positive. It highlighted the effectiveness of the sessions in enhancing both soft skills and practical job preparation. Key takeaways included the students' improved confidence in job interviews, a better understanding of career opportunities, and increased motivation to pursue further education and competitive exams. The program served as a catalyst in guiding students toward realizing their potential and preparing them for the diverse and competitive job market.





Feedback & Impact

The program served as a catalyst in guiding students toward realizing their potential and preparing them for the diverse and competitive job market.

In what way, the BEST program was useful for your future?

- **Increased awareness** about career opportunities and future prospects.
- **Boosted self-confidence** in pursuing career goals and job applications.
- **Useful guidance on job search** and career choices.
- **Confidence in interviews** – the program helped in preparing for and attending interviews.
- **Knowledge of government exams like TNPSC** and other opportunities.
- **Clarified career paths** and helped in choosing a direction for the future.
- **Improved job readiness** by learning how companies hire employees and what skills are needed.
- **Provided useful job-oriented information** for both private and government sector positions.
- **Mock interviews** were valuable for overcoming interview fears and improving skills.
- **Explored job websites** and learned about various job opportunities.
- **Guidance on interview techniques**, tackling questions, and preparing for interviews.
- **Eye-opening experience**, offering new perspectives on career options.
- **Increased awareness of both private and government job vacancies.**
- **Improved employability skills** and personal growth through the program.
- **Helped develop strategies** to improve skills and knowledge for career success



Feedback & Impact



This summary captures the overall usefulness of the BEST program in guiding participants towards their career goals and enhancing their job readiness.

How was the trainer's presentation and inputs on various skills?

- ✓ The trainers' presentations and inputs were highly regarded, with many participants finding them clear, insightful, and valuable.
- ✓ The training content was deemed practical and relevant, with attendees expressing that the skills acquired would be beneficial for their future endeavours.
- ✓ The trainers were commended for their professionalism, effective communication, and ability to convey complex information in an easily understandable manner.
- ✓ The sessions contributed significantly to personal and professional development, particularly in areas such as interview preparation and skill enhancement.
- ✓ Overall, the training was considered excellent, with widespread appreciation for the trainers' expertise, engaging delivery, and impactful learning experience.





Feedback & Impact



Suggestions and Expectations.

- **Learning & Effectiveness:** Most participants felt they learned useful skills and appreciated the trainers. They requested more detailed sessions, especially on interviews and higher studies.
- **Improvement Suggestions:** People suggested adding more physical sessions, giving extra details on exams (like TNSP), and improving interview preparation.
- **Career Support:** Many felt the program helped with employability and asked for more focus on personality development and body language.
- **Program Format:** Some recommended extending the program to 5 days or offering specialized coaching, like for government exams, to better support students.



Conclusion:

The **BEST Program** proved to be an effective and impactful initiative, providing the students of Sacred Heart College with essential skills and knowledge to navigate the competitive job market. The program successfully blended theoretical knowledge with practical industry insights, helping students feel more confident and prepared for their next steps. Through continued follow-ups and support, the program ensures that students remain engaged with career development resources, further strengthening their transition from education to employment. The success of this event is a step forward in shaping career-ready graduates who are equipped to thrive in both local and global job markets.



ACKNOWLEDGMENT

We would like to express our gratitude to all the trainers, instructors and industry experts who contributed their time and expertise to this program, as well as to the college management and career guidance placement cell for supporting this initiative. We also thank the students for their active participation, which made the program a resounding success.



CONTACT US

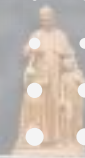
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(தன்மொழி)



DON BOSCO

SACRED HEART COLLEGE
(AUTONOMOUS)