

**Three Day workshop on  
'Connect with Work'  
(Communication & Employability Skills Training Program)**

**5<sup>th</sup> to 7<sup>th</sup> April, 2021**

**Organized by: Placement & Guidance Cell**

**Report**

Placement & Guidance Cell organized A Three Day Workshop on 'Connect with Work' (Communication & Employability Skills Training Program) by RUBICON (An Barclays Bank Initiative), Pune from 5<sup>th</sup> to 7<sup>th</sup> April 2021 for our final Year UG & PG students in 3 batches. Three Resource persons have delivered the training program in three different batches.

Batch 1 :- Final Year Commerce Students

Batch 2 :- Final Year Science Students

Batch 3 :- Final Year MBA Students

The following topics have been covered in the three day workshop and it was an interactive training session.

Resource Persons:-

1. Mrs. Chandra Vandana
2. Mr. Subhash
3. Mr. Radha Mohan

## New Hire Training/ Personality Development/ Employability Skills

Sr. No.	Topic	Learning Objectives
1	Expectation setting	To learn Industry expectations from fresher's
2	Ice breaking	To know more about the trainer & candidates
3	Organizational Structure	To learn Organizational structure
4	SWOT Analysis	To identify their Strength/Weakness/Opportunities/ Threat
5	Corporate Jargons	To learn most commonly used words in corporates
6	Public Speaking	To eliminate stage fear
7	Presentation Skills	To articulate your thoughts through Power point presentation
8	E-mail Etiquette	To learn E-mail writing skills
9	Grooming	Dress to impress/ Proximity/ Personal hygiene/
10	Body language	To learn positive body language
11	Telephone Etiquette	To handle telephonic round of interview/ To learn call mechanics
12	Group Discussion	To assess candidates & apos; public speaking skills
13	Personal Interview	To perform well during interviews







## **“Connect with Work”**

Communication & Employability Skills Training Program

### **NGO Partner**

Tomorrow's Foundation



### **Training Partner**

Rubicon Skill Development Pvt. Ltd.

