

Finishing School Training Program – Student Outreach

on

‘Life Skill & Employability Skill’

21th Aug to 30th Aug, 2019
(Total Duration: 40 hrs)

Principal
Dr. V. S. Purani

Coordinator
Dr. S. K. Srivastava


Trainer
Mrs. Priti Zaveri



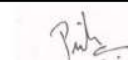
Organized by
Chemical Engineering Department
GEC, Valsad

Training Schedule

Government Engineering College, Valsad								
Module 1 - Life Skills Training Module								
Sr.No.	Date	Day	Training Session (2hrs)	Interaction (15 Min)	Rest Time (30 Mins)	Training Session (2hrs)	Interaction (15 Min)	Training Session (1hrs)
			11:00 to 1:00	1:00 to 1:30	1:30 to 2:00	2:00 to 3:00	3:00 to 3:30	3:30 to 4:30
1	21.08.2019	Wednesday	Self / Awareness SWOT (2)	Reflection What -So What - Now What	B	Self Esteem (1)	Reflection What -So What - Now What	Self Confidence (1)
2	22.08.2019	Thursday	Life Goal & professional Goal Setting (2)		R	Empathy (1)		Team Work (1)
3	23.08.2019	Friday	Observation & Concentration Skills (2)		E	Team Work (1)		Interpersonal Skills (1)
4	24.08.2019	Saturday	Self Discipline (2) Commitment:	Reflection What -So What - Now What	A	Problem Solving & Decision Making (1)	Reflection What -So What - Now What	Problem Solving & Decision Making (1)
5	25.08.2019	Sunday	Stress Management (2)		K	Negotiation Skills (1)		Negotiation Skills (1)

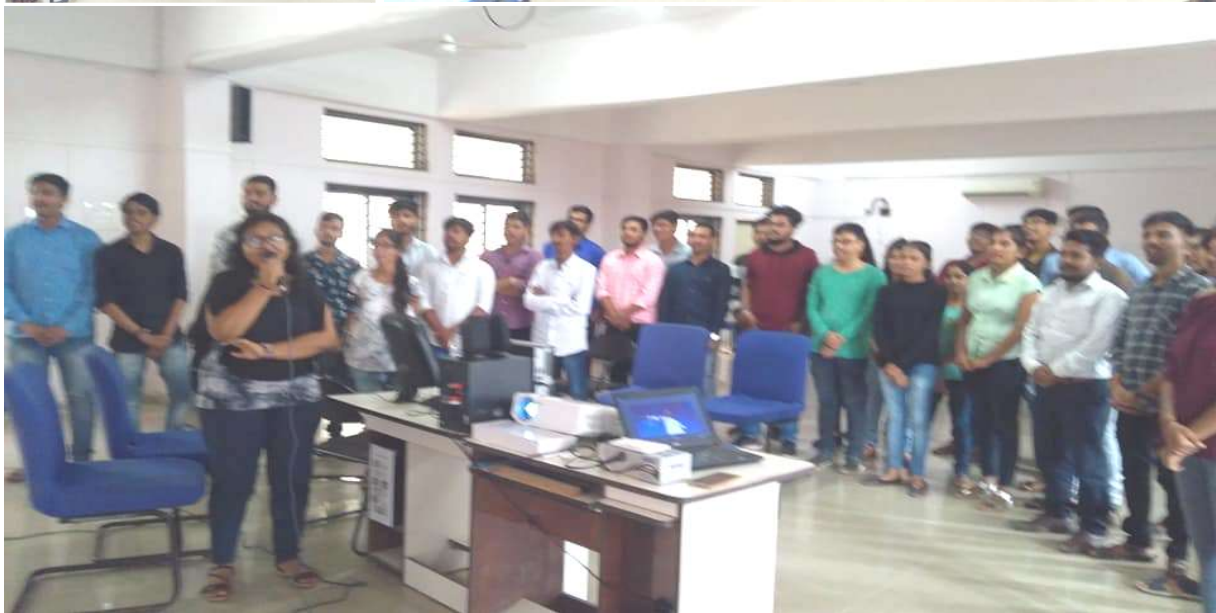


Government Engineering College, Valsad								
Module 2 - Employability Skills								
Sr.No.	Date	Day	Training Session (2hrs)	Interaction (30 Min)	Rest Time (30 Mins)	Training Session (2hrs)	Interaction (30 Min)	Training Session (1hrs)
			11:00 to 1:00	1:00 to 1:30	1:30 to 2:00	2:00 to 3:00	3:00 to 3:30	3:30 to 4:30
1	26.08.2019	Monday	Grooming & Personal Hygiene, Body language (2)	Reflection What -So What - Now What	B	Time Management & Punctuality (1)	Reflection What -So What - Now What	Time Management & Punctuality (1)
2	27.08.2019	Tuesday	Interview Skills (2)		R	Interview Skills (1)		Group Discussions (1)
3	28.08.2019	Wednesday	Presentation Skills (2)		E	Professional Ethics (1)		Efficiency (1)
4	29.08.2019	Thursday	Resume Writing (2)	Reflection What -So What - Now What	A	Cover Letter (1)	Reflection What -So What - Now What	Leadership Skills & Following directions (1)
5	30.08.2019	Friday	Planning & Organizational Skills (2)		K	Group Discussions (1)		Leadership Skills & Following directions (1)



Day 1 (21-08-2019)

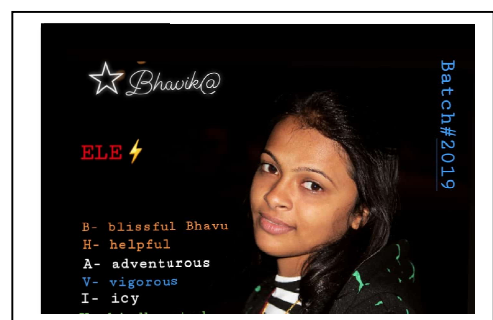
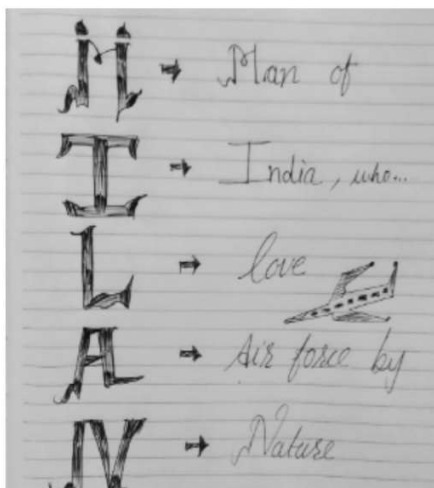
The day 1 starts with The Day Started with Introduction about KCG – Finishing School, an initiative of Government of Gujarat, Education Department. **Afterwards**, an introduction of trainer and the registered students of finishing school (Batch-2, A. Y. 2019-20) were carried out. The first Session was on Self introduction to identify their Strengths; gradually students were taken through the journey of raising Self Esteem and further guided towards SWOT Analysis.



The final session was on building up their self confidence through fun filled Activities. During Interaction After every Training Session Students could build rapport with trainer. What's App group was created for easy communication. Students were able to speak confidently about Self and Friends. Self Esteem Exercise and SWOT Analysis - Strengths / Opportunity Weakness /Threats made them aware about Self. During opening activity students learnt singing English Song "I Love my Self". During Interaction students could open up and ask questions about how to gain confidence. Closing of session students performed Chicken dance, which could break the ice completely.

Happy Raising Self-Esteem

InstaMag



Day 2 (22-08-2019)

The Second day was started with Meditation, Prayer & Recap of previous day learning. The first Session was on exploring the feeling of Empathy through various activities followed by interaction helped participants to reflect what—so what –Now what Facilitation Process to individuals. The Second Session was more challenging for students for visualizing their life goals. But the session sowed the thought process leads them to take the responsibility of their life. Lot of questions were answered even in the interaction session. Last session was on exploring Skills required for Team Work exhibited during outdoor team building activities. Students Could Empathies with their Class-mates while Doing Teamwork and could take the Charge of their life as Driver and started having Vision. Vision Board was created and shared using Technology. Fishing Net and Team Rock Paper Scissors task were allotted to perform and Skills were identified during the debriefing sessions. Even some Professors and coordinator enjoyed and learnt new skills in these outdoor activities



Day 3 (23-08-2019)

The Third Day was started with Meditation, Prayer & recap of previous day learning. The first Session was on experiencing the level of Observation and Concentration Skills that they have and created the need for learning new techniques to sharpen their skills. Second Session was on indoor Team Work Activities for practicing the team work Skills. The last Session was on building Interpersonal Skills in personal and professional Scenario. Interaction did motivate to open up and discuss their personal challenges of life. Further, reinforced participants to reflect what-so, what-now what- facilitation processes. Students could get exposure about the opportunity to observe and concentrate by various activities like Mind Gym, Yoga & meditation. Concept of Interpersonal relationships could answer their personal questions using Video and Interactions. Human Synergy was hot cake by adding their own culture in the form of Drum Circle and Claps. After break and during Interactions Motivational Videos were shown followed by free discussions about their learning. Through which students could openly share their knowledge and opinions.



Day 4 (24-08-2019)

The Forth day was started with Meditation, Prayer & recap of previous day learning. The first Session was on Self Discipline & Commitment towards one Self / Others and its impact on ones image building. The Second Session was on Problem Solving and Decision Making and further to develop higher order Thinking Skills. Students were given the opportunity to identify their attitude about the problems and steps of Decision making through various activities followed by interaction helped participants to reflect How to think out of box. Students could identify their Self commitments and taught how to be Committed. Students were given the opportunity to identify their attitude about the problems and steps of Decision making were taught by teaching Critical Thinking. Students could identify their own Solution for their own problems for improving Communicative English by increasing their vocabulary through team work and expressed their learning in action by making few commitments and share on what's App group daily.



Day 5 (25-08-2019)

The Fifth day was started with Meditation, Prayer & recap of previous day learning. The first Session was on introducing stress and techniques to manage it positively. Most of the stress was created due to communication gap or lack of negotiation skills which was dealt in the next sessions on Negotiation Skills and Revised once again previous knowledge of Interpersonal Relationship skills. During negotiation Skills students could come up interesting discussions on marketing and Sales Skills. Since it was completion of Life Skills Training they expressed their Learning by sharing their Mannki Baat. Students were able to open up about their emotional problems which were causing them personal stress. Some students could express their academic stress. During the session they realized thoughts & words cause emotions and now they can manage their stress well using Stress Mgt. Techniques. In the negotiation skills students actually understood the difference between bargaining and negotiation. The activity gave them insight about how negotiation Skills can build a strong foundation between two professionals.



Day 6 (26-07-2019)

The Day Started with Formal Induction about Employability Skills. The first Session was on Grooming and Personal Hygiene. Lot of inputs were given on Professional Etiquettes and Manners during interaction. The session on Body Language which was well received by the Students as they were very curious to learn? Interaction followed by the session was also very interesting in terms of practicing the new learning. The Third session was on Time Management and Punctuality could help them manage their timetable of preparation for exam. Students were able to show big change in their Body Language their Etiquettes and Manners compare to Grooming. Questioning on time management exhibited their Implementation of new learning.



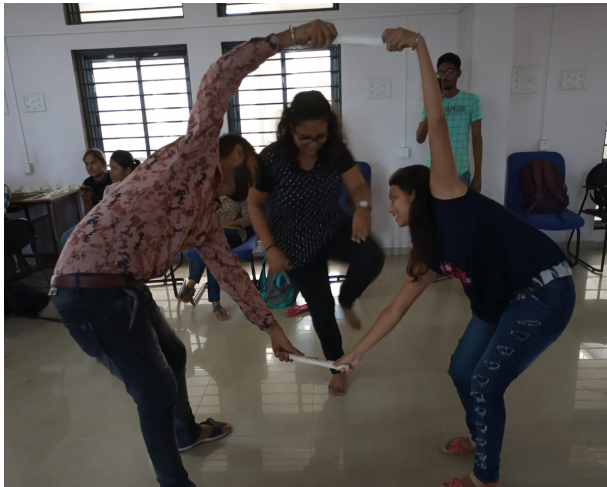
Day 7 (27-08-2019)

The Second day was started with Meditation, Prayer & Recap of previous day learning. The first Session was on interview Skills and different type of Interviews. Students were given an opportunity to explore different stages of interview. This was followed by Group discussion. Students were explained how to put across your point of view in a systematic way and carefully listen to other opinion too. During the every interaction session Lot of questions were discussed and 3 round of practice was given by group assignment. Students were able to continue to show change in their Body Language and putting across their opinions. But all participants were quite comfortable in Hindi / Gujarati. One major change was observed that, they behaved very responsibly and showed maturity during practice. Some students who were left to open up also came forward and showed interest in participating round.



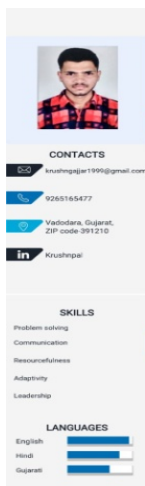
Day 8 (28-08-2019)

The Third Day was started with Meditation, Prayer & recap of previous day learning. The first Session was on Presentation Skills. Students were given Inputs on how to make your presentation more interesting as per the need of the Audience. The second Session was on Professional ethics which was discussed through interaction by giving examples in college and corporate Setup followed by showing a Video. The third session was quite challenging for participants as they were supposed to show their efficacy by preparing an artefacts or some social message for the society.



Day 9 (29-08-2019)

The Forth day was started with Meditation, Prayer & recap of previous day learning. The first session was started with the Cover Letter followed by Resume Writing. Though all the sessions were important but it was quite challenging for me as trainer as no computer Lab was free yet most of students had to finish the task on Mobile. The professional CV word template was sent to all on the WhatsApp group. The last session was blessing in disguised as Students actually showed individual Leadership while preparing CV on mobile, and experienced Following direction while working in groups. Students could prepare professional CV and Learnt how to write Cover letter. Each one of them even explored to prepare CV and Cover letter using Mobile application and submitted in given time Slot. The common mistakes were Checked and further discussed in large group during Interaction. Mainly mistakes were of Spellings and grammar or Statement formation.

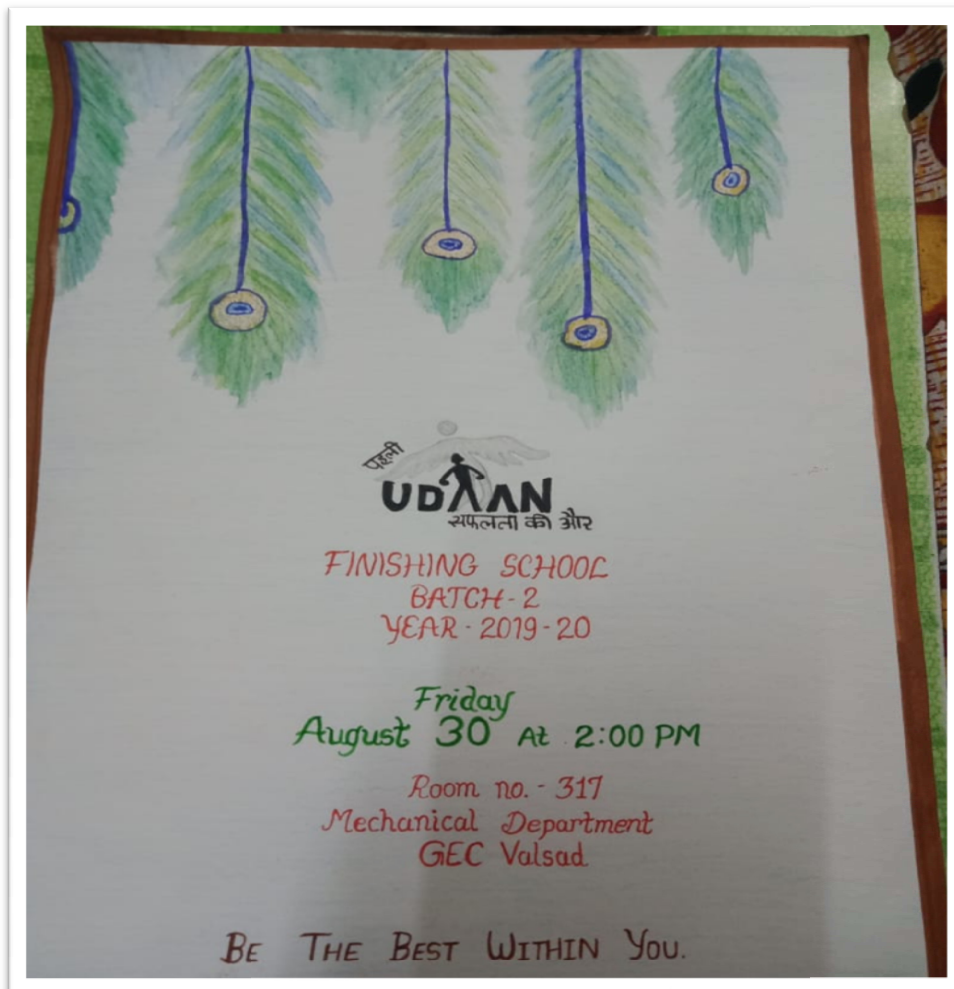


Day 10 (30-08-2019)

The Fifth day was started with Meditation, Prayer & recap of previous day learning. The first session was started with group task was given to exhibit leadership styles and later on during interaction through Group discussion it was extracted that following Direction is equally important along with Leadership. During the first session, students planned and executed an “Awareness Event–Paheli Udaan Ek Safalta ki Aur” An Invitation was prepared and extempore speech and Role Play, Feed backs about Finishing schools were shared for the second year students.

As part of show casing learnt skills a group discussion about Finishing School was presented in Front of Staff and Principal Sir. Some of the following Suggestions were made by the students are:

- The project should be introduced as compulsory subject in first year
- This can be made compulsory for all teachers too.



Student's Outcomes:

After the competition of training the following enhancement can be seen in student's skills:

1. Interpersonal relations
2. Public speaking skills
3. Presentation skills
4. Team work skills
5. Employability and Life Skills
6. Communication/Fluency in English
7. Analytical and problem solving skills
8. Decision-making skills
9. Planning and time management skills
10. Confidence building