

Finishing School Training Program – Student Outreach

on

‘SET-C’

4th March to 9th March 2021

(Total Duration: 20 hrs)

**Principal
Dr. V. S. Purani**

**Coordinator
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**Trainer
Ms. Anupama Bohra**



**Organized by
Chemical Engineering Department
GEC, Valsad**

Training Schedule

S. No	Topic	Date	Time	Duration
1	Team work	4-3-21	11am to 1pm	2 Hours
2	Leadership skills	4-3- 21	1.30pm to 3.30pm	2 Hours
3	Problem solving	5-3-21	11am to 1pm	2 Hours
4	Crisis Management and Professional Ethics	5-3-21	1.30 to 3.30pm	2 Hours
5	Positive Attitude and Motivation	6-3-21	11am to 1pm	2 Hours
6	Presentation skills and Meeting Etiquette	6-3-21	1.30 to3.30pm	2 Hours
7	Time Management	8-3-21	11am to1pm	2 Hours
8	Self-discipline and emotional intelligence	8-3-21	1.30pm to 3.30pm	2 Hours
9	Stress Management and Anger Management	9-3- 21	11am to 1pm	2 Hours
10	Social Media and Cyber Etiquette	9-3 -21	1.30 pm 3.30pm	2 Hours

Name of the Trainer: Anupama Bohra

College: Government Engineering College, Valsad

Training Module: Life and Employability Skills (SET-C)

Training Duration:04/03/21 to 09/03/21

Total Training Hours: 20hours (4hr/day)

Module C

Day1

Date:4-3-21

Topic Conducted: 1. Teamwork
2. Leadership skills

Overview:

There is a limit to what we can achieve, when we work individually, whereas when we work in a team, the sky is the limit. In a complex organization all functions are interlinked. Almost all departments are interdependent for producing results and it is only possible through teamwork. Like in the case of cricket or football, it is the team that wins the match and not an individual. Similarly, in organization teamwork plays the most important role. Nonetheless “Leadership” is one's ability to guide other people, An organization is made of individuals and as a professional, one gets exposed every day to situations where they work with people. Leadership is an important quality that helps one to grow along with others in the organization. What does leadership mean? Does it mean to command somebody or is it more intricate than that? One of the foremost questions that a task brings along with it is who assumes the responsibility for the outcome of the action

Activity: Students were involved in a set of structured roleplay and activity of, making pyramids out of paper cups within stipulated periods for each team, The activity pushes students to take up the role of a leader within their teams inculcating interpersonal skills and helping them understand every aspect of teamwork



Fig.1 Batch-1 (2020-21) during an activity

Outcome:

The activity ensured that the person who was responsible for that task is to be completed with its desired outcomes and also that a team of people decision making takes an active role around the task. She/he takes full responsibility for the actions of the team and ensures that it gets all support & resources required to complete the task. This person also assumes responsibility for the failure of the task and takes full ownership of it without blaming anybody from the team. Leadership does not necessarily always mean to be the person to initiate something, also means to be the first to stand for or against it.

Day 2

Date:05/03/2021

Topic Conducted: 3. Problem Solving
4. Crisis Management & Professional Ethics

Overview:

In our work life, we often encounter various problems. Be it interpersonal or technical, be it related to process or people, we continue to face the problem situation. To create a VUCA proof world, we must know the skill of solving a problem and finding the right solution. This session deals with the techniques of problem-solving and offers simplified tools to arrive at decision-making.



Fig.2 Trainer during an teaching about Professional Ethics

Activity:

Give different problem case studies to the groups and ask them to solve and arrive at a solution together which shall be the collective decision, particularly currently pertaining to the conditions in the climate of the pandemic.

Outcome:The main objective of this session and activity was to make students understand the decision-making process and provide Decision-making technique and how to arrive at a 'win-win' solution

Decision-making is simple. Follow the 4 steps method:

1. Identify the problem
2. Identify the root cause
3. Arrive at the possible solutions
4. Choose the best solution

Day 3

Date:06/03/2021

Topic Conducted: 1.Positive Attitude and Motivation
2.Presentation skills and Meeting Etiquette

Overview:

The session was designed to help participants understand the functioning of positive thinking and the components that promote positive thinking. With this knowledge, they would understand the benefits, needs, and the effect it has on day-to-day functioning. This also enables them to control and streamline their attitude thus promoting a positive environment.

People are living in a century wherein knowing is not enough. One has to efficiently present what one knows. It is like, you should not only know to cook well; but also know how to decorate and serve the dish to your guests. Effective presentation helps an individual to convey his/ her ideas to people. As a professional, an individual will be required to make several presentations in an interview, meetings, seminars, discussions with clients, etc. One should always practice well before delivering a presentation.

Activity:

The activity for this session was three-minute speeches. For this activity, one needs to stand up and speak on a topic for just Remember: If one wants to complete his/ three speech in 3 minutes, try to speak regarding for 4 minutes. His/her key points. It will make it easy to prepare Invite students to deliver three-minute speeches.



Fig.3 Ms. Anupama Bohra is explaining about attitude to students

Outcome:

This session helped students to learn: how to reframe a thought to improve how we feel about a situation; to consider that everyone is different; how thoughts affect us; how positive self-talk can help us cope. Students were able to understand how They present by doing Research on the topic. Organizing their ideas. Practicing enunciation. Adjusting their voice modulation with/without the mic. Especially how to maintain eye contact with the audience. Demonstrate good body language and Make the presentation interesting. Use proper language so that the audience can follow and complete in time.

Day 4

Date:07/03/2021

Topic Conducted:

1. Time Management
2. Self-discipline and emotional intelligence

Overview:

Time management is not just a skill but a life skill. If one learns how to manage it, it becomes a habit and then a way of life. When something becomes your way of life, it is the best form of learning. Managing time means completing the tasks in the time allocated for them. In other words, one makes maximum use of the time they have at hand.

Self-regulation is concerned with how you control and manage yourself and your emotions, inner resources, and abilities. It also includes your ability to manage your impulses.

Self-regulation also includes an element of taking responsibility for your actions and ensuring that what you do matches your values.

Activity:

Created pie charts of their own 24 hour schedules to identify as well as rectify the time wasters and their productivity zones for better time management on a day-to-day basis. The second activity made students classify all the tasks of their life in Stephen Covey's matrix for time management



Fig.4 Batch-1 (2020-21) during an activity

Outcome:

Students will realize the importance of being on time or being punctual. Students will understand how they can manage their time effect especially with the help of the TO-DO list and Time Management Matrix.

Day 5

Date:08/03/2021

Topic Conducted:

1. Stress Management and Anger Management
2. Social Media and Cyber Etiquette

Overview:

More than 50% of the population faces high to severe stress in their daily lives. Research has proved that stress can severely hamper one's professional, personal, and social life. It is very important to learn how to manage stress. The unhappiness and detachment that stress causes threaten your job, your relationship, and your health. As the stress continues, you begin to lose the interest or motivation that led you to take on a certain role in the first place. It reduces productivity and saps your energy, leaving you feeling helpless and hopeless. The goal of anger management is to reduce both your emotional feelings and the physiological arousal that anger causes. You can't get rid of, or avoid, the things or the people that enrage you, nor can you change them, but you can learn to control your reactions.

Netiquette represents the importance of proper manners and behavior online. Netiquette is the set of professional and social etiquette that is practiced and advocated in electronic communication over any computer network. Common guidelines include being courteous, precise, and avoiding cyber-bullying.

Activity:

The first activity consisted of identifying the stressors and classifying them into eustress and distress categories. This method of inward introspection helps the student identify the key issues which cause them stress and also build a better understanding of themselves. The second activity was focused on making students aware of their postings on social media and the effects it can have while creating a perpetual digit footprint which may or may not have adverse effects on them in real life. This activity was explained by scenario discussion and online interaction response ‘

Outcome:

The main outcome of stress training is reducing individual vulnerability. The most common elements in stress management programs are those that help individuals to cope with stress by reducing their vulnerability. Netiquette (Online Etiquette) is a set of rules that encourages appropriate and courteous online behavior. These rules are important as they promote communication skills, prevent miscommunications, and help you understand what is socially acceptable when working and collaborating online.



Fig.5 Last day of training

Student's Outcomes:

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

1. Interpersonal relations
2. Anger and Stress management
3. Presentation skills
4. Teamwork skills
5. Employability and Life Skills
6. Communication in cyberworld
7. Analytical and problem-solving skills
8. Decision-making skills
9. Planning and time management skills
10. Confidence building