



# Finishing School Knowledge Consortium of Gujarat



Training Report  
on

‘SET-A & C’

‘SET-B & D’

03/08/2021 to 12/08/2021(Offline mode)

03/01/2022 to 07/01/2022 (Offline mode) and 08/01/2022 to 12/01/2022 (Online mode)

(Total Duration: 80 hrs)

Principal  
Dr. V. S. Purani

Coordinator  
Dr. S. K. Srivastava

Trainer  
Kshitiza Acharya  
Jashama Das



Batch-1 (2021-22)

Organized by  
Chemical Engineering Department  
GEC, Valsad  
Training Schedule

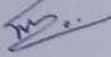
TRAINING SCHEDULE OF FINISHING SCHOOL TRAINING FOR  
GOVERNMENT ENGINEERING COLLEGE, VALSAD

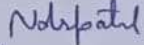
Finishing School Program - KCG

Government Engineering College, Valsad

Finishing School Training Schedule (SET-A)

Sr. No	Date & Day	Session I (11-1pm)	1-2 pm	Session II (2-4 pm)	Total Hours
1	3/8/2021	Self-Awareness-SWOT	Interaction + Break	Self Esteem & Self Confidence	4+1
2	4/8/2021	Life & Professional Goal Setting	Interaction + Break	Grooming, Personal Hygiene & Body Language (Office Etiquette)	4+1
3	5/8/2021	Resume & Cover Letter	Interaction + Break	Job Search & Career Options	4+1
4	6/8/2021	Group Discussion	Interaction + Break	Interview Skills	4+1
5	7/8/2021	Interview Skills & Empathy	Interaction + Break	Interpersonal Skills	4+1

  
Dr. S. K. Srivastava  
FS, Coordinator

  
Principal  
Government Engineering College  
Valsad



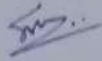
TRAINING SCHEDULE OF FINISHING SCHOOL TRAINING FOR  
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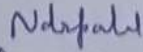
Government Engineering College, Valsad

Finishing School Training Schedule (SET-C)

Sr. No	Date & Day	Session I (11-1pm)	1-2 pm	Session II (2-4 pm)	Total Hours
1	8/8/2021	Team Work	Interaction + Break	Leadership Skills	4+1
2	9/8/2021	Positive Attitude and Motivation	Interaction + Break	Presentation Skills and Meeting Etiquette	4+1
3	10/8/2021	Problem Solving	Interaction + Break	Time Management	4+1
4	11/8/2021	Self-Discipline and Emotional Intelligence	Interaction + Break	Critical thinking & Professional Ethics	4+1
5	12/8/2021	Stress Management and Anger Management	Interaction + Break	Social Media & Cyber Etiquette	4+1

  
Dr. S. K. Srivastava  
FS, Coordinator



  
Principal  
Government Engineering College  
Valsad

TRAINING SCHEDULE OF FINISHING SCHOOL TRAINING FOR  
GOVERNMENT ENGINEERING COLLEGE, VALSAD

FINISHING SCHOOL OFFLINE TRAINING SCHEDULE 2021-2022  
Government Engineering College, Valsad

(03<sup>rd</sup> January 2022 to 07<sup>th</sup> January)  
Training Module - Set B - 20 Hours (Batch-1)

The Training schedule for Functional English Skills SET-B is as follows:

Sr. No.	Dates	Topics	Hours (Training + Break)	Time (04 Hours+01 Hour)
01	03-01-22	Self Introduction and Introducing others, Nouns and Pronouns	04+01	11:00 A.M. - 04:00 P.M
02	04-01-22	Describing Words, Vocabulary Building	04+01	11:00 A.M. - 04:00 P.M
03	05-01-22	Verbs- part I, Tenses-part I	04+01	11:00 A.M. - 04:00 P.M
04	06-01-22	Prepositions, Conjunctions and Connectors	04+01	11:00 A.M. - 04:00 P.M
05	07-01-22	Framing it Right!, Telephonic etiquette and Email etiquette- part I	04+01	11:00 A.M. - 04:00 P.M

**Submitted By:**

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**Checked By:**

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Dr. V S Purani  
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Government Engineering College  
Valsad



TRAINING SCHEDULE OF FINISHING SCHOOL TRAINING FOR  
GOVERNMENT ENGINEERING COLLEGE, VALSAD

FINISHING SCHOOL OFFLINE TRAINING SCHEDULE 2021-2022  
Government Engineering College, Valsad

(08<sup>th</sup> January 2022 to 12<sup>th</sup> January)  
Training Module - Set D - 20 Hours (Batch-1)

The Training schedule for Functional English Skills SET-D is as follows:

Sr. No.	Dates	Topics	Hours (Training + Break)	Time (04 Hours+01 Hour)
01	08-01-22	Verbs-Part 2, Tenses-Part 2	04+01	11:00 A.M. – 04:00 P.M.
02	09-01-22	Developing a Paragraph, Report Writing	04+01	11:00 A.M. – 04:00 P.M.
03	10-01-22	Email Etiquette-Part 2, Communication skills and barriers	04+01	11:00 A.M. – 04:00 P.M.
04	11-01-22	Telephonic Etiquette Part-2 and Appropriate use of Language in social media. Speak and Contribute 1	04+01	11:00 A.M. – 04:00 P.M.
05	12-01-22	Speak and Contribute-2, Let's Discuss in Group	04+01	11:00 A.M. – 04:00 P.M.

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FS Coordinator  
GEC Valsad



*K. S. Purani*

Dr. V S Purani  
Principal

## Training Report

### SET-A & C

#### Day 1

The day 1 starts with an introduction of trainer and the registered students of finishing school (Batch-1, A. Y. 2021-22). During this introductory session, students were taught about how to give a formal as well as professional introduction.

Icebreaking Activity- MOODOMETER and SHOTGUN MURUGUN were conducted.

Topic Discussed: SWOT Analysis and Self Awareness.

Furthermore, students learned about SWOT analysis and recognised their SWOT, where S stands for Strength, W for Weakness (Areas to improve), and O for Opportunities and T for Threats. They saw some motivational videos such as modified story of turtle and rabbit, how to reduce shyness, etc. Then they did their own SWOT analysis and identified their strengths and weaknesses.

Activity conducted: DRAW AN ANIMAL REPRESENTING YOUR STRENGTH.

The second session – Topic discussed- SELF CONFIDENCE and SELF ESTEEM

In this session the students learnt the difference between Self-confidence and Self-esteem.

-Why high self esteem and self-confidence are one of the most essential skills to possess in current times and how they can increase self-confidence.

- The students also discussed and shared their personal experiences in the past where they had displayed high confidence as a group activity.



Fig.1 First day of training

## Day 2

Start of the session- two students were asked to present an overview of previous day means what they learned from last day. The session started with a prayer.

Topic Discussed: LIFE AND PROFESSIONAL GOAL SETTING

-They were asked to write their future goal or dream job. Then they were given idea of steps to be followed to reach their destination of dream job.

- Difference between a Dream and a Goal was discussed.

- They made goals (life and professional) using SMART model.

Activity- CREATE YOUR OWN VISION BOARD was conducted.

Topic Discussed: GROOMING, PERSONAL HYGIENE, BODY LANGUAGE.

- They concepts of the topic were discussed with the help of the presentation followed by a detailed discussion on how to dress for Interviews and do's and don'ts of body language during the interview.
- Activity- DESIGN YOUR OWN INTERVIEW LOOK was conducted.
- A video regarding OFFICE ETIQUETTE was shown and the learnings derived were discussed.



Fig.2 Day 2; discussion during training



## Day 3

### Topic Discussed: RESUME WRITING AND COVER LETTER

- The students were taught the difference between a Resume, CV and Bio-data.
- The Format of a Resume was taught in great detail.
- Students were asked to prepare their OWN RESUMES.
- Cover letter format was discussed
- Students were asked to write a cover letter for a job position they are likely to acquire in future.
- The Trainer guided them in the process and shared her personal Resume with them.

### Topic Discussed: JOB SEARCH and CAREER OPTIONS

- Students were taught how to search for jobs on different online portals like Indeed, Times jobs etc.
- They created their own LinkedIn Ids and were taught how to use it to reach potential employers.



Fig.3 Day 3 activity

## Day 4

A motivational video was shown at the start of the session, to encourage the students for making positive changes in their lives.

### Topic Discussed: GROUP DISCUSSION

- A detailed explanation was given on the dos and don'ts of a GD were given by the trainer with the help of a PowerPoint presentation.
- Students participated in a GD round topic given was "JOB OR BUSINESS: The better option?"
- Trainer gave her feedback on the performance of individual participants and discussed the areas of improvement.
- A video related to the topic was shown.

### Topic Discussed: INTERVIEW SKILLS

- The topic happens to be most important one from the placement point of view, thus special emphasis was given on it.
- All the points mentioned in the ppt were explained thoroughly.
- Activity- ROLE PLAY was conducted to make the students experience real life situation of an Interview.
- Individual feedback of the performance was provided by the trainer.
- A video containing the FAQ's of an interview was shown and how to answer the questions was discussed.



Fig.4 Day 4 activity



## Day 5

The session was initiated by sharing a meaningful story to derive an important learning of always focussing on the brighter side of things.

Topic discussed: INTERVIEW SKILLS AND EMPATHY

- Students were taught the concept of empathy, apathy and sympathy and their importance in life.
- A related video was shown and leanings were discussed.
- A ROLE PLAY was conducted for better learning.

Topic Discussed: INTERPERSONAL SKILLS

- Students understood the meaning and importance of Interpersonal skills.
- How they can improve their own people's skills.
- do's and don'ts of interpersonal communication were also learnt.
- Activity: COMPLIMENT SOMEONE was conducted to reinforce the learnings.



Fig.5 Day 5 activity

Day 6

The session started by a discussion on “Why is it important to work in teams”. Followed by explaining the concepts of the “TOPIC OF THE DAY- TEAM WORK”.

The following points were explained in detail:

Do’s and Don’ts of a good team work.

Stages of team building.

How to work in a team effectively.

ACTIVITY: A group activity was given by the Trainer to apply the concepts discussed earlier and derive learning out of it.

Topic Discussed: LEADERSHIP SKILLS

Leadership being one of the key skills required by the employers, hence special emphasis was given on understanding this topic.

Points of discussion included:

Qualities of a Leader

Different Leadership styles.

Why is it important to have leadership skills?

VIDEOS were shown to the students for better understanding.



Fig.6 On day 6, students learning about LEADERSHIP SKILLS

Day 7

TOPIC OF THE DAY: POSITIVE ATTITUDE AND MOTIVATION.

This session was started with dividing the students into groups and sharing one incident of their lives where they had kept a positive attitude against all odds. Surprising stories came to light especially how they were able to cope up with the COVID situation. This healthy discussion led to immense learnings and boosted their morale further. The Trainer also shared her personal life experiences.

Next, the different ways in which one can motivate themselves were discussed along with the MASLOW'S MOTIVATION THEORY.

TOPIC OF THE DAY: PRESENTATION SKILLS & MEETING ETIQUETTE.

How to give effective presentations and the meeting etiquette that need to be followed were discussed in detail with the help of the PowerPoint presentation. A VIDEO of relevance was shown for concept clarity.

GROUP ACTIVITY: The students were divided into groups and were given a topic to present. Feedback was provided by the trainer to the individual participants.



Fig.7 Students were learned about POSITIVE ATTITUDE AND MOTIVATION and PRESENTATION SKILLS & MEETING ETIQUETTE



Day 8

## TOPIC OF THE DAY: PROBLEM SOLVING & DECISION MAKING

The above-mentioned topic was discussed in detail along with its application in the day- to- day lives of the students. Following method of problem solving were discussed in detail:

AFFINITY METHOD, CRITERIA METHOD

The students were then asked to apply Criteria Method on a common problem they all are facing as students.

Second Topic was: TIME MANAGEMENT

The students were asked How would they spend if given an amount of 86,400/- rupees.

They were then told how important it is be aware of how they are spending the number of seconds in a day which is 86,400. Different methods of time management were taught:

MATRIX METHOD, ABC METHOD, TO-DO LIST METHOD, DOTS METHOD

GROUP ACTIVITY: IDENTIFY YOUR TIME WASTERS

The students were divided into groups and were asked to identify one common time waster and DRAW it. They were next asked to suggest ways to deal with the identified time wasters.

The day ended with lot of eye opening learning.



Fig.8 Students learned about PROBLEM SOLVING & DECISION MAKING and their management

Day 9

Topic of the day: SELF DISCIPLINE AND EMOTIONAL INTELLIGENCE

ICE BREAKER Activity- INTERVIEW A STRANGER-They were given a task wherein, learned about how to minimize/eliminate nervousness while giving introduction to any stranger and take his/her introduction.

Concept of self-discipline and EQ were discussed.

Importance of self-discipline and how to achieve it were taught to them.

Second Topic of the day: CRITICAL THINKING AND PROFESSIONAL ETHICS

Points discussed were: Meaning of critical thinking. Types of thinking, Different thinking hats and their relevance.

Students were then given different real life scenarios and were asked to identify the most appropriate thinking hat they would use in the given situation.

The topic was Professional Ethics was discussed along with its importance in today's world.

The students were then asked to IDENTIFY the professional ethics they would follow once they start their professional journey.



Fig.9 Students learned about SELF DISCIPLINE AND EMOTIONAL INTELLIGENCE and CRITICAL THINKING AND PROFESSIONAL ETHICS



Day 10

First topic of the day: STRESS AND ANGER MANAGEMENT

The session started with discussing what stress is and its types. The different causes of stress were identified and the ways to handle stressful situation were taught in the class.

ACTIVITY: BE IN THE PRESENT MOMENT- Students participated in an activity where they learnt how to be in the present moment and overcome unnecessary stress, worry and over thinking.

Second topic of the day: SOCIAL MEDIA AND CYBER ETIQUETTE

The discussion included: Identifying the different social media platforms

DO's and Don'ts of each platform, Etiquette to be followed while interacting on these platforms

Things to take care when it comes to online presence etc.

At the end, along with committing any two skills that we will inculcate in our life, students were dispersed. This was the end of 10 days (40 hours training) on Life skill and employability skill to the students of GEC, Valsad (Batch-1, A. Y. 2021-22) by Mrs. Kshitiza Acharaya.



Fig.10 Last day of training

## SET-B

Day 1 (03<sup>rd</sup> January 2022, Monday)

The Day started at 11:00 am with Introduction Session which also the 1st Topic is named “Self Introduction and Introducing Others”. The students were delivered in detail about ‘Introduce yourself and Tell me something about yourself?’; which are the two very common questions asked in an interview. At 1:00pm there was lunch break of an hour was given to the students. The session resumed at 02.00 pm and the topic was ‘Nouns and Pronouns’. In ‘Nouns and Pronouns’ the students learnt about the types and rules of nouns and pronouns. Later that day students were assigned an Assignment regarding Nouns and Pronouns. The session ended at 4.00pm.



Fig.11 During an activity



Day 2 (04<sup>th</sup> January 2022, Tuesday)

The topic for the day was 'Describing Words'. In this topic students learned about Adjectives of Person, Place and Quantitative adjectives and other different types of adjectives. Each type was explained followed by examples. The lunch break was at 1:00pm and resumed at 02.00 pm. Post break the topic of 'Vocabulary Building' was discussed. In this topic students learnt about different ways of developing and learning new words in day to day life. Activities like playing word game online or offline was shared with the students. At the end of the Topic several MCQs were solved by the students. Later that day students were assigned an Assignment regarding Vocabulary Building. The session ended at 4.00 pm.



Fig.12 During an activity

Day 3 (05<sup>th</sup> January 2022, Wednesday)

The day started with Verbs Part-1. The students learnt about the types of verbs and their usage in sentences. They learnt main verbs, helping verbs, linking verbs and the usage of modal auxiliary verbs in sentences. At the end of the Topic several MCQs were solved by the students. Later that day students were assigned an Assignment regarding Verbs. The session halted at 01:00pm for lunch. As the session resumed at 02.00 pm the next topic was 'Tenses part-1'. In this topic students learnt about importance of tenses in a sentence and as this was part-1 so they studied only the 1<sup>st</sup> six (6) types of tenses, i:e Simple Present Tense, Simple Past Tense, Simple Future Tense, Present Continuous Tense, Past Continuous Tense, and Future Continuous Tense. They also learnt about the rules of each tenses and how to frame different types of sentences using the correct form of tenses, at the end of the Topic several MCQs were solved by the students. Later that day students were assigned an Assignment regarding Tenses. The session ended at 4.00pm.



Fig.13 During an activity

Day 4 (06<sup>th</sup> January 2022, Thursday)

The fourth day started with 'Prepositions'. In this topic students learnt how to use correct prepositions to denote the time, place or direction of the work happening. Every slide and points were being explained in detail and at the end of the Topic several MCQs were solved by the students. Later that day students were assigned an Assignment regarding Prepositions. The session's break was at 01:00 pm. 'Conjunctions and Connectors' was the next topic for the day. Through this topic students could know about the importance and usage of linking words in a sentence. They also learnt about the difference between a sentence, a phrase and a clause. Each and every slide and points were being explained in detail and at the end of the Topic several MCQs were solved by the students. Later those day students were assigned an Assignment regarding Conjunctions and Connectors. The session ended at 4.00pm.



Fig.14 During an activity



Day 5 (07<sup>th</sup> January 2022, Friday)

The topic was ‘Framing it Right!’ here in this topic students learnt the usage of all the above mentioned topics to frame a correct and meaningful sentence. They also learnt about the different types of sentences (Assertive/Interrogative/Imperative and Exclamatory), their punctuations and framing of ‘WH’ questions and ‘YES and NO’ questions. Based on the Content developed by Trainers and Presented it to the students in Power Point Presentation, each and every slide and points were being explained in detail and at the end of the Topic several MCQs were solved by the students. Later that day students were assigned to frame Eight different types of sentences. We took a lunch break at 01:00pm. Post Break we discussed ‘ Telephonic Etiquette and Email Etiquette – Part 1’. By this topics explanation students now have an idea/brief knowledge about how to write cover letters, how to frame sentences in Introductory Paragraph, what to be written in main content part and how to conclude the letter. They also learnt about the do’s and don’ts in a Telephonic Interview. Based on the Content developed by Trainers and Presented it to the students in Power Point Presentation, each and every slide and points were being explained in detail and at the end of the Topic several MCQs were solved by the students.. The session ended at 04:00 pm.



Fig.15 During an activity

## SET-D

Day 1 (08<sup>th</sup> January 2022, Saturday)

The Day started at 11:00am with Introduction Session. The 1<sup>st</sup> Topic was “VERBS - 2”. The students were explained in detail about Verbs-2 which included the a revision of Verbs – 1 and with few new points like Modal Verbs, Gerunds and Infinitives. At the end of the Topic several MCQs were solved by the students. The students were given a recess of 30 minutes from 01:00pm to 01:30pm. Post lunch Students learnt about ‘Tenses -2’. In this they learnt six (6) Tenses which were not part of SET-B and solved examples and MCQs. The session ended at 04:00pm.

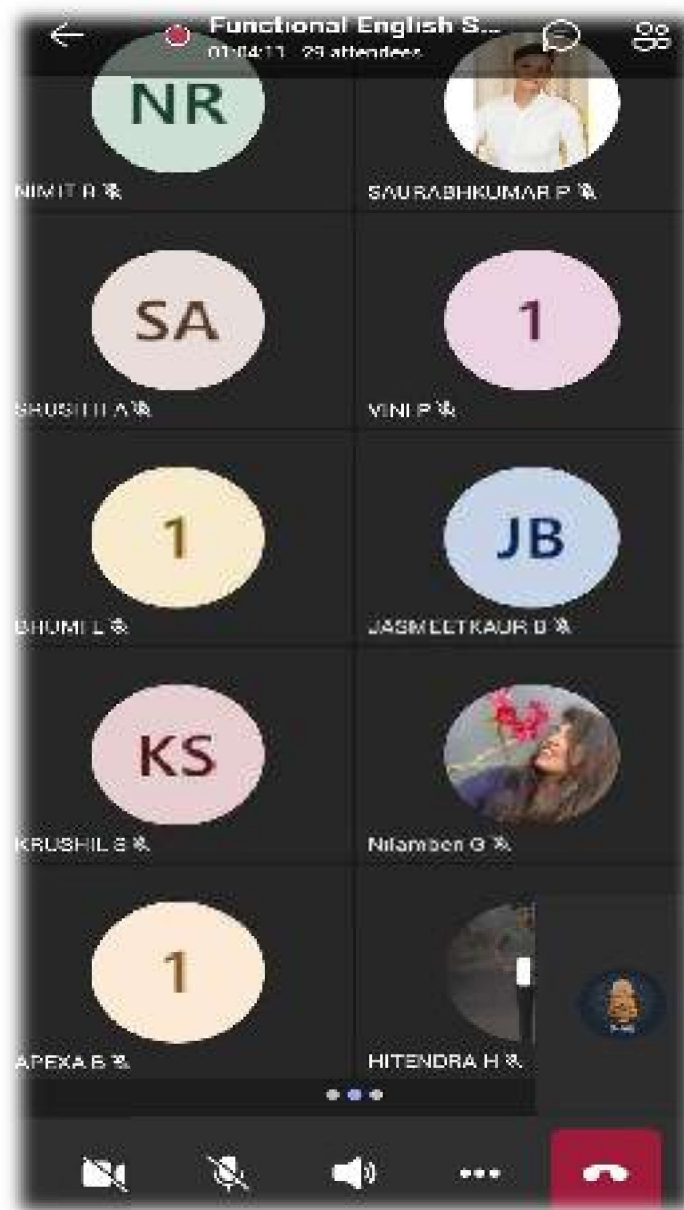


Fig.16 During an online training

Day 2 (09<sup>th</sup> January 2022, Sunday)

The day started at 11:00am. The 1<sup>st</sup> topic was ‘Appropriate use of Language in Social Media’. In this topic students learnt about different social networking sites as well as what and how to write or post in social media. How the language differ in social media and other professional conversation sites. The lunch break was at 01:00pm till 01:30pm. Post lunch students learnt about ‘Communication skills and its barriers’. Here they got information on how to have a proper communication without having any barriers and as well learnt about communication cycle and different types of barriers to communication. The day ended at 04:00pm.

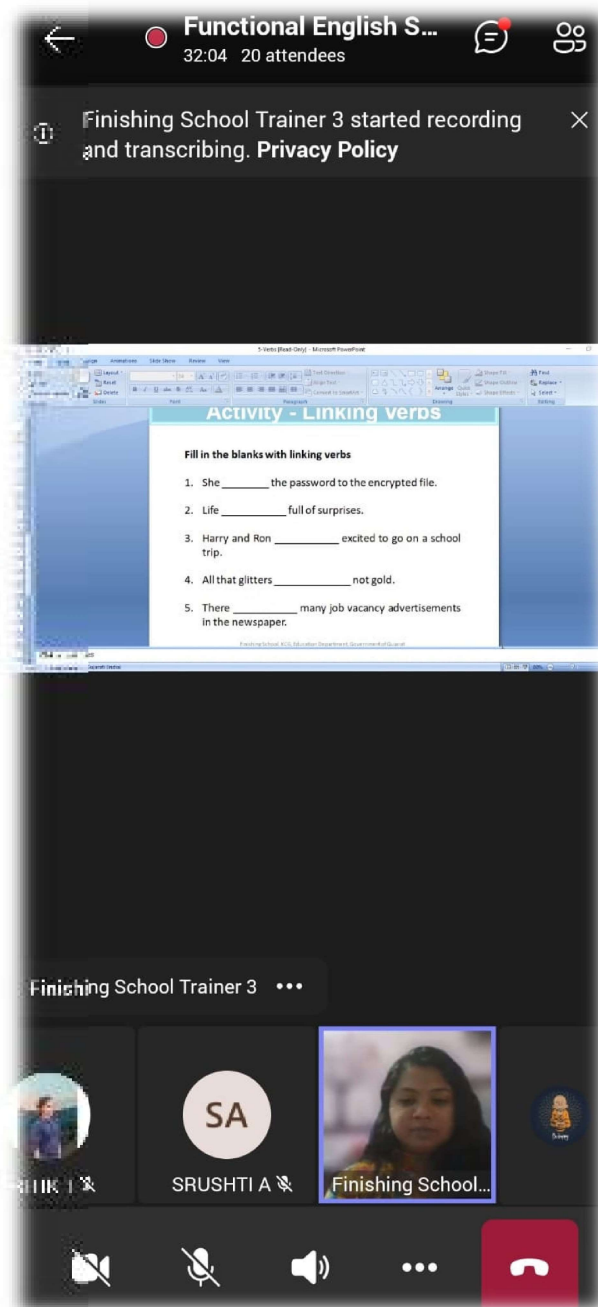


Fig.17 During an online training

Day 3 (10<sup>th</sup> January 2022, Monday)

The day started at 11:00am. The 1<sup>st</sup> topic for the day was 'Developing a Paragraph'. Here students learnt how to write a paragraph following some specific rules to it. They then practiced writing 2 paragraphs in the class and solved some of the MCQs. Lunch break started at 01:00pm and continued till 01:30pm. Post Lunch they learnt about 'Email Etiquettes'. 1<sup>st</sup> they learnt about the basic information about an email followed by how to write or compose an email and make attachments to it. They session ended at 04:00pm.

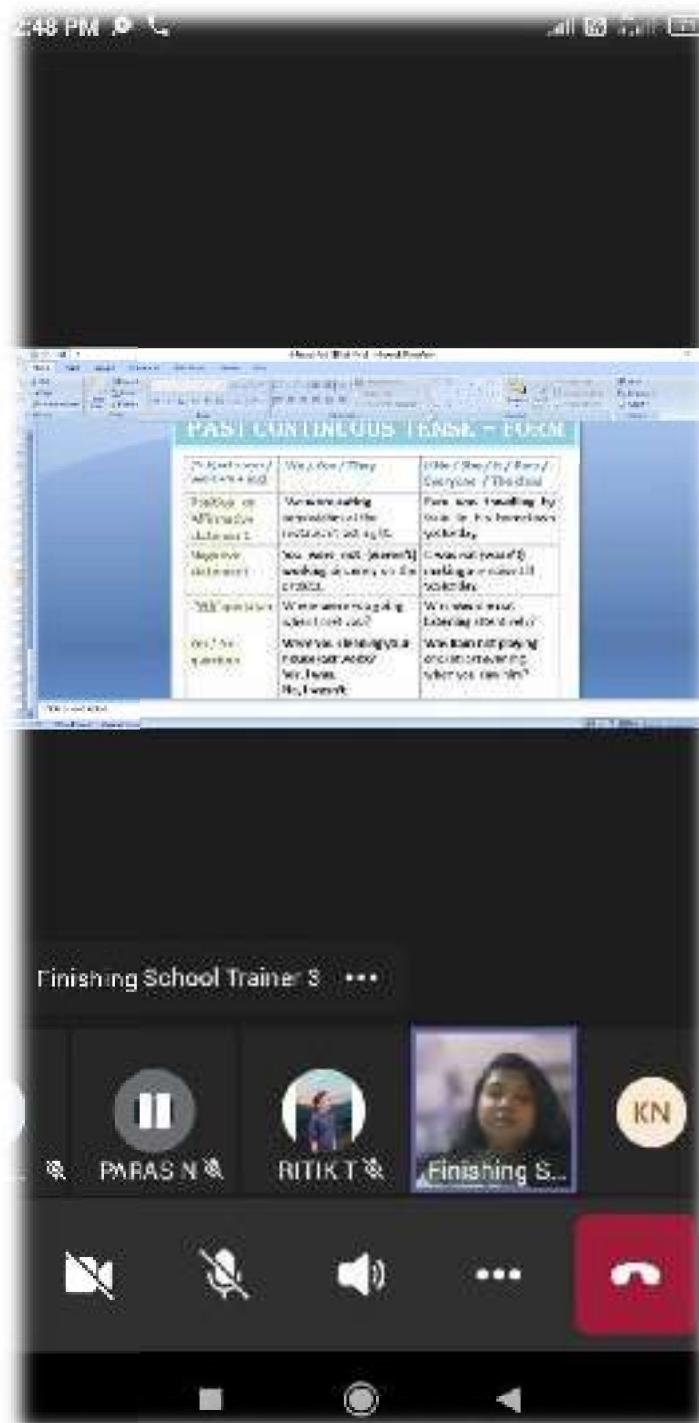


Fig.18 During an online training

Day 4 (11<sup>th</sup> January 2022, Tuesday)

The day started at 11:00am with the topic 'Group Discussion'. In this they learnt what is a Group Discussion. What are the Dos and DONTs of Group Discussion? The class was divided in 2 groups and each group was given a topic and 10mins time to discuss. The students participated in it enthusiastically. Lunch break started at 01:00pm till 01:30pm. Post lunch they learnt about 'Report Writing'. Where they learnt about different formats of a Report and solved some MCQs and later looked at Sample Reports. The session ended at 04:00pm.

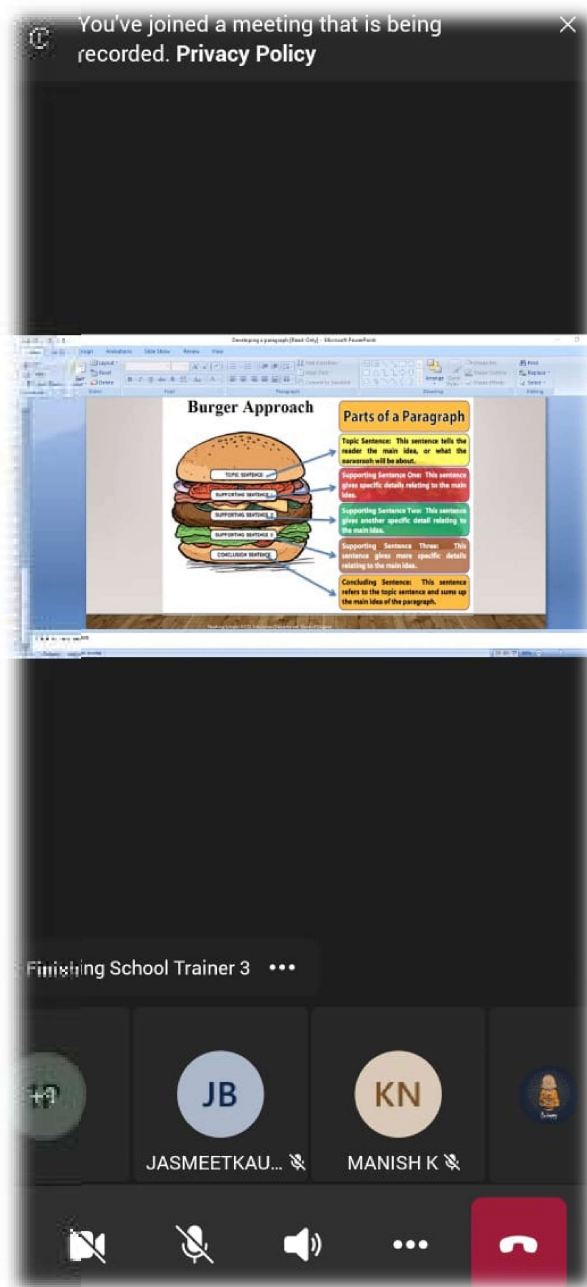


Fig.19 During an online training



Day 5 (12<sup>th</sup> January 2022, Wednesday)

The day started at 11:00am. The 1<sup>st</sup> topic was Speak and Contribute. Where each student Participated in JAM (Just A Minute). Students were given topics each and they spoke on the stage about the topic in 3 minutes. Lunch break was from 01:00pm to 01:30pm. Post Lunch students learnt about Telephonic etiquettes -2. Where they practiced this topic in Practical by framing dialogues with each other on a given topic and conversing over telephone. The session ended at 04:30pm.

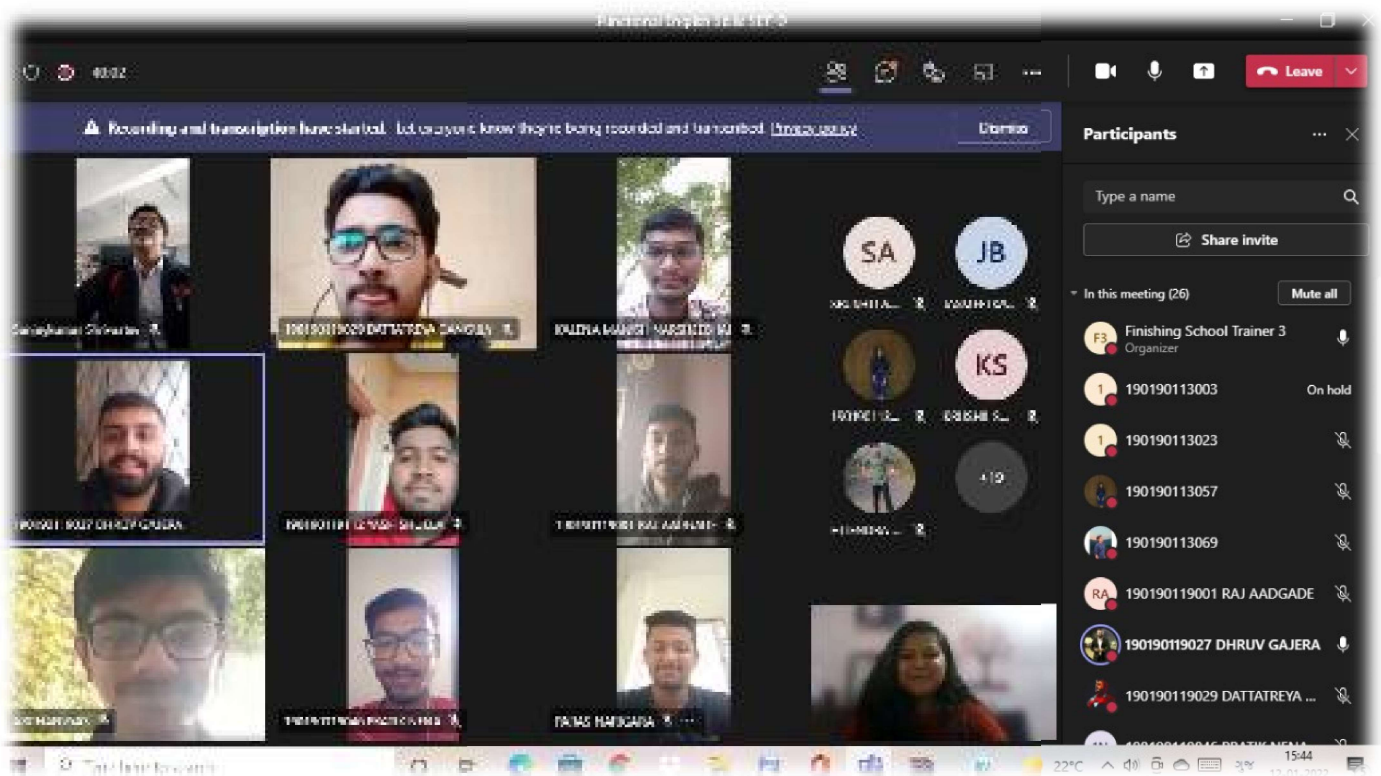


Fig. 20 Last day of online training; feedback session

## Trainers Review:

I (Jashma Das), trainer of Finishing School Project for Functional English SET-B and D; received an invitation from GOVERNMENT ENGINEERING COLLEGE, VALSAD for conducting training of SET-B (Offline mode) SET-D (online mode). The training started on 03<sup>rd</sup> January 2022 and continued till 12<sup>th</sup> January 2022. The students were trained on many different topics which would be helpful for them in the placement as well as in their professional career. The students were highly participative and made the session more interesting by interacting and clearing their doubts without any hesitation.

Dr. Sanjay Srivastava Sir was a great support in the 10 day training programme as he was always there ready to provide all the necessary equipments which would help a trainer conduct a smooth training. At last we clicked group photos.

I express my sincere gratitude towards all the members involved in inviting me to conduct this training in Government Engineering College, Valsad.

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