

VPM's Joshi Bedekar College, Thane.
Skill Development Committee Organises
Value Added Course on

Title: Employability Skill Development & Job Readiness Program

Contact Hours: 30

Duration: 3 hours

Preamble: The students (pursuing Bachelors in Arts) who seek an Employment, need to build essential professional skills, not limited to cracking a Job Interview or performing to their best during a Group Discussion. They need to focus on setting and achieving their Goals, demonstrate appropriate level of confidence, being self-aware and understanding their own self better, practicing skills essential for the Real world beyond academic & parental support.

Confidence building, communication skills, self-awareness, goal orientation & etiquettes are an essential part of this Program.

Program Objective: To enhance the Employability skills, build Self-awareness & Goal Orientation with a focus on building essential Career Skills.

Program Methodology: Role Plays, Case Studies, Group Competition, Peer to Peer learning, Mentoring by Industry Professionals & Leaders, Public Speaking, Assignments, Tasks related to Business English Communication Skill improvement (Reading Writing Speaking Listening).

Program Schedule with brief content (broad categories of experiential learning content)

First set of 7.5 hours

1. Communication Skills (Active Listening & Articulating your thoughts in a professional manner)
2. Mock Group Discussion & Evaluation
3. Body Language for Professionals
4. Social Style Awareness & Self-Assessment
5. Corporate Etiquette awareness

Second set of 7.5 hours

1. Interview Skills (Understand the Employer perspective) & Practise Mock Interviews
2. Professional Presentation Skills (Role Plays)
3. Image Management & First Impression
4. Crafting your Elevator Pitch (Brevity)

5. Time Management & Goal Setting

Third set of 7.5 hours

1. Resume Preparation & Business writing skills (Email etiquette)
2. LinkedIn for Personal Branding
3. Networking Skills to build Relationships & Practising small talk
4. How to give (CRC technique) & receive feedback
5. Professional Habits (Being assertive/How to say No) & Influencing Others

Fourth set of 7.5 hours

1. Interview Skills (Mock Interviews)
2. Public Speaking Essentials
3. Group Discussion (Mock G.D's)
4. How to understand and connect with the Purpose & Core Values (Company & Self): Draw their personal Lifeline.
5. Industry Research (abstract research writing) & Content generation, Understanding Job Description, Job Roles & Domain specific Skills.

Learning Outcomes

- To get selected in the on campus Interview by demonstrating Leadership Skills.
- To identify their own struggles with the Employability & begin work
- To identify the challenge they may face on the job interview/group discussion & to be able to deal with them with improved confidence & conviction
- To gain Industry Overview & Insights to develop their confidence while dealing with the Interview Panel & Office colleagues thereafter.
- To understand & represent the brand image & the service culture of the Company they would work with
- To demonstrate Team work by improving upon intra & inter team communication
- To lead their-own Self through Self Awareness so that they can understand their own potential & achieve their best potential while being on the assigned Job.
- Identification of professional skills within to develop into self-confidence, reflected during group discussions, Interviews and during Corporate work environment.
- Making the students confident in communication skills, job relevant skills & support for performing to their best during the upcoming work opportunities.
- Practicing essential professional skills, engagement on Communication Skills, Group Discussion, Interviews, Resume
- Preparation, Confident verbal & written expression & developing networking – social skills.
- A hybrid learning experience (online and offline) where they can grow & learn 24/7.

Suggested Material

White Board, Markers, Projector & audio visual aids to show videos (as per session's requirement), Group seating arrangement, Multiple Chart papers, Pen, Writing Portfolio

Folders, Vocabulary Cards, Notebooks & Feedback Forms for daily Learning outcome Tracker.