

# SKILL DEVELOPMENT WORKSHOP of Barclays – Connect to Work

## *Interview Skills Training Programme*

Under the Banner of International Association of Human Values

November, 2<sup>nd</sup> - 4<sup>th</sup>, 2017 & November, 6<sup>th</sup> - 8<sup>th</sup>, 2017

Organized by

Skill Development Cell, GURU GHASIDAS VISHWAVIDYALAYA,

Registration fee: (Registration on first come first serve basis)

Target group: Final year students of UG and PG

Certificate : E-certificate will be issued

### Objectives of the Workshop

- Provide the students with a unique bundled course that gives them interview skills.
- Enhance employability potential of students by adding value to the undergraduate education in colleges
- Achieve its developmental and Corporate Social Responsibility goals by creating a platform for deserving youth to become **Job Ready** and get the opportunity for a sustainable livelihood
- Provide equitable, quality education to all and see students gainfully employed.

### Course Contents:

- 1) Communication Skills:** - To refresh our ideas towards various methods of communication, effectiveness, need of communication & to understand the CORE.
  - Communication
  - Gaining the experience of corporates
  - Coping with team in corporates
  - Listening skills
  - Activities
- 2) Building CV:-** To understand ,refresh and to help the recipients
  - Understand the importance of building relevant CV
  - Style of CV
  - Content of CV
  - Focal point of CV
  - Proper placing of CV in job portal
- 3) Interview Skills:-** To help them understand
  - Interview preparation
  - Observation
  - Self-Presentation
  - Voice tone modulation
  - Body language and attitude
  - Role plays and mock sessions
- 4) Job Hunting Tool Box**
  - Make the recipients to understand the various options to Hunt Job & to understand the market reality.
  - Help them to Understand themselves How to get in to LinkedIn, FB Job search and the like.
  - Make them to understand what are all the top job portals available & How to enroll.
  - Role Play to use Job Portals / Introduction of various Job portals
  - Job search/ selection from Job portals

Number of participants: 150

Course Coordinator :

Dr. Amit Kumar Khaskalam ,Mobile : 9425280380, email : khasamit@gmail.com

