

**One Day Workshop**  
**on**  
**Interview Skills and Stress Management**  
**Jointly Organized by**  
**Skill Development Cell & Department of Forensic Science**  
**February 7<sup>th</sup>, 2019**  
**Guru Ghasidas Vishwavidyalaya,**  
**Bilaspur (Chhattisgarh), India**

**Background**

The theme of the workshop is "Interview Skills and Stress Management". An interview gives a prospective employer the opportunity to speak with you and consider your appropriateness for the job in question. Since your resume or job application showed that you possess the desired skills for the job, the interview will focus on those intangibles (such as your personality and style) that will help the employer decide whether or not you will fit into the company culture. During this workshop you will learn about how to prepare for a job interview and how to behave and answer questions during a job interview.

Stress is found everywhere, in faculty, business, organizations, producing a state of physical and mental tension. The mismatch between personnel resources and environmental demands leads to the condition called stress. Therefore, requirement of stress reduction has become an essential part of the modern workplace. Our highly practical one-day workshop gives you the tools to help protect your emotional and physical health. You'll look at what stress is and typical symptoms of stress, as well as developing effective measures to counteract it.

**Objectives of the Workshop**

1. To enhance the ability to show that you have these skills and qualities during your interview.
2. We will help you prepare for an interview and give you some techniques to practice.
3. To improve communication skills and body language.
4. To improve appearance and grooming during interview.
5. To understand stress, its potential causes and effects on your work performance and that of others.
6. Recognise symptoms of stress in yourself.
7. Adopt an assertive approach to manage stress in a range of situations.
8. Develop a personal stress management plan to maintain a work/life balance.

**Organizing Committee**

**CHIEF PATRON**

**Prof. Anjila Gupta, Honorable, Vice Chancellor**  
 Guru Ghasidas Vishwavidyalaya (A Central University), Bilaspur.

**PATRON**

**Dr. Renu Bhatt, Dean, School of Life Sciences**  
 Guru Ghasidas Vishwavidyalaya (A Central University), Bilaspur

**COURSE CO-ORDINATOR**

**Dr. Bharti Ahirwar, Head**  
 Department of Forensic Science, Guru Ghasidas Vishwavidyalaya (A Central University), Bilaspur.

and

**Dr. Rajesh Bhushan, Nodal Officer**  
 Skill Development Cell, GGV, Bilaspur (C.G.)

- Registration fee:** 100/-from each participant  
**Target group:** PG/UG students, Research Scholars, Young Researchers  
**Number of participants:** 110  
**Program schedules**

<b>07/02/2019</b>	
09.30 AM-10.30 AM	Registration of participants
10.30 AM-11:00 AM	Inauguration
11.00 AM- 11.30 AM	Tea Break
11.30 AM- 01:00 PM	Session-I
01.00 AM- 02.00 PM	Lunch
02.00 PM- 03.00 PM	Session-II
03.00 PM-04.00 PM	Session-III
04.00 PM- 04.30 PM	Valedictory

**REGISTRATION FORM**

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on

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February 7<sup>th</sup>, 2019

- 1. Name:.....
- 2. Qualification:.....
- 3. Department&Semester:.....
- 4. Address:.....  
.....  
.....
- 5. Mobile.no:.....
- 6. Email:.....
- 7. Experience, if any related to Interview Skills and Stress Management  
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.....
- 8. How the workshop will helpful for your future plan:  
.....  
.....  
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Note: Attendance rules of respective department will be applicable.

**Signature of Candidate:.....**

**Head of Department**

**Date:.....**

**For further information please contact**

Dr. Bharti Ahirwar, Department of Forensic Science, GGV, Bilaspur.

Course Coordinator

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Received Rs:.....as Registration fee for One Day Workshop on “Interview Skills and Stress Management”, jointly organized by Skill Development Cell & Department of Forensic Science, GGV, Bilaspur (C.G.)

**Signature**