

## **6 DAYS: 40 HRS PROGRAM "COMMUNICATION & EMPLOYABILITY SKILLS"**

### **REPORT FOR THE YEAR 2022-23**

**Title of the workshop** – Communication & Employability Skills

**Date and year of the workshop** – 28th Oct - 31st Oct 2022 & 2nd & 3rd Nov 2022

**Number of participants** – 300

**Resource Person** – 06

**Workshop Methodology** – Offline

**Brief Summary** –

The training-workshop took place on 28th October 2022 ( 28th – 31st Oct & 2nd and 3rd Nov) at Maharani Lakshmi Ammanni College, Bangalore. The training team arrived at the venue before the training commenced, on 28th October 2022, to fine-tune the agenda and facilitation.

The members of the training team were

1. Ms. Devi. D - Communication Coach,
2. Sabrina Juliet – Communication Coach,
3. Vidyanag – Motivational Speaker,
4. Jahirlal Banu – Image Consultant,
5. Geetanjali – Visual Communication Coach,
6. Sridhar – Corporate Communication Coach and Sushma Sadage – Soft Skill coach.

The training team drafted the modules prior to the training which was approved by the Department of English. Following are the details of the modules:

Day – 01

1. Grammar
2. Listening Skills
3. Questioning Skills
4. Dealing with Difficult Task
5. Initiating small talk & team building process

Day – 02

1. Recap
2. Creative Thinking, Prioritization & Organization
3. Stay away from distractions | Work life balance
4. Building & balancing Team and individuals need | imp of feedback in team building

Day – 03

1. Recap
2. Resume building & Email Etiquette
3. Assertive communication while dealing with teams
4. Non-verbal communication and writing Skills

Day – 04

1. Recap
2. Small talk with strangers and acquaintances
3. Problem solving & Managing relationships professionally and personally
4. Grammar

Day – 05

1. Recap
2. Letter writing | Prepare for interview
3. Business card | Image building | Making first impression
4. Telephone etiquette | personal grooming | importance of handshakes

Day – 06

1. Recap
2. Workplace Communication Skills & Managing Relationships
3. How to Say "No" & Importance of Feedback
4. Group Discussion & Debate

**Participants:** The training-workshop was attended by students of 4th Semester of all stream ( B.com, BA, BSc, BBA, BCA, BCZMB, BVOC)

**The Mode of Teaching** – Offline session – Lecture, Role Play, Record and Reflect, Group

Games, Asking Questions and Turn Talking,

### **The Training**

The training began with an ice-breaker that required the participants to line up alphabetically by first name or nickname without talking. The trainers then opened the session by welcoming the participants, asking participants to introduce themselves, and establishing the ground rules.

During the first session of the workshop, the trainers made a presentation on Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. After the presentation, the participants were given a few worksheets on those areas and their performance was evaluated and necessary feedback on how to improve those skills were given.

During the first session in the afternoon, the participants were given some useful information on asking questions, how to initiate the conversation and dealing with difficult conversations. Then they were given some exercises and role play sessions where they were asked to use appropriate language – both formal and informal.

In the second session, presentations on Creative Writing, prioritizing your time, importance of team building and work life balance were discussed. They were made to write a content on a topic and necessary corrections and clarifications were suggested by the resource person. The workshop resource person also highlighted the importance of time in the life of a student. The values of self-respect, gratitude, compassion and honesty were also demonstrated through various activities.

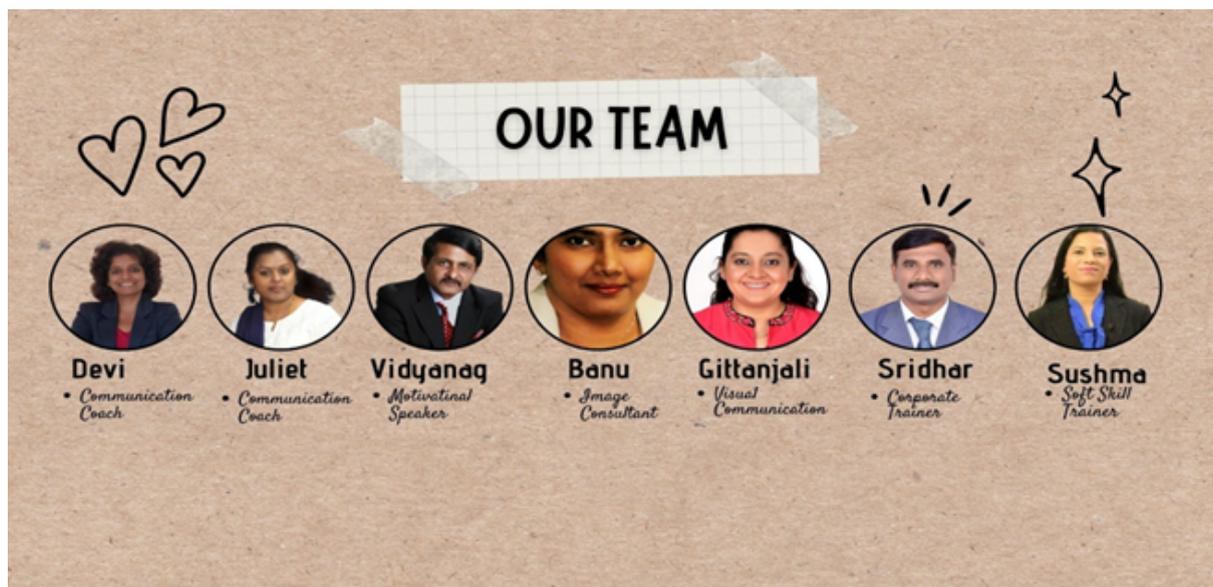
In the third session, a presentation on Business Email Writing, which gave necessary tips and guidelines on drafting formal emails, was followed by the participants' drafting emails in groups on their own on some given topics. After the groups finished writing, some of them were asked to read out the letter drafted by their group and they were given suggestions as to how the letters could have been made more appropriate and effective. The resource person also suggested the importance of Assertive communication. Few video clippings were shown to the students.

In the fourth session, students were asked to strike a conversation with strangers. They were

taught how to build a positive rapport with strangers and build a strong relationship. Lots of activities were conducted based on this session.

In the fifth session, the resource person taught how to build a resume. A presentation was given on preparation of Interview, Image building, personal grooming and importance of handshakes. They were given some exercises and role play sessions where they were asked to shake hands with others. Along with that, some mock interviews were also conducted.

In the last/ sixth session, they were told the do's and don'ts at workplace Communication. How to Say "No" in a polite manner and the power of Feedback. Lots of group discussions and debates were conducted. The students were encouraged to interact courageously and share their views. An activity to raise awareness of the need of developing students' knowledge, skills, attitudes, and values as the foundations of success was included in the final session. Overall, the 6 day offline training was engaging, educational, and well-liked by the students. A few glimpse of activities of the 6 days program





# COMMUNICATION SKILL ACTIVITY



Trainer : Devi



# COMMUNICATION SKILL ACTIVITY



Trainer : Juliet





# COMMUNICATION SKILL ACTIVITY



Trainer : Vidyanag



# COMMUNICATION SKILL ACTIVITY



Trainer : Banu





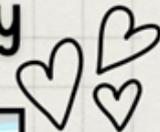
# COMMUNICATION SKILL ACTIVITY



Trainer : Gittanjali



# COMMUNICATION SKILL ACTIVITY

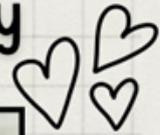


Trainer : Sushma





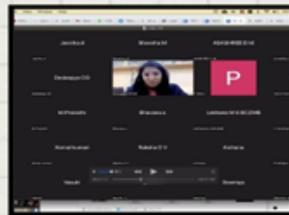
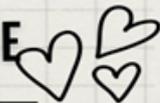
# COMMUNICATION SKILL ACTIVITY



Trainer : Sridhar



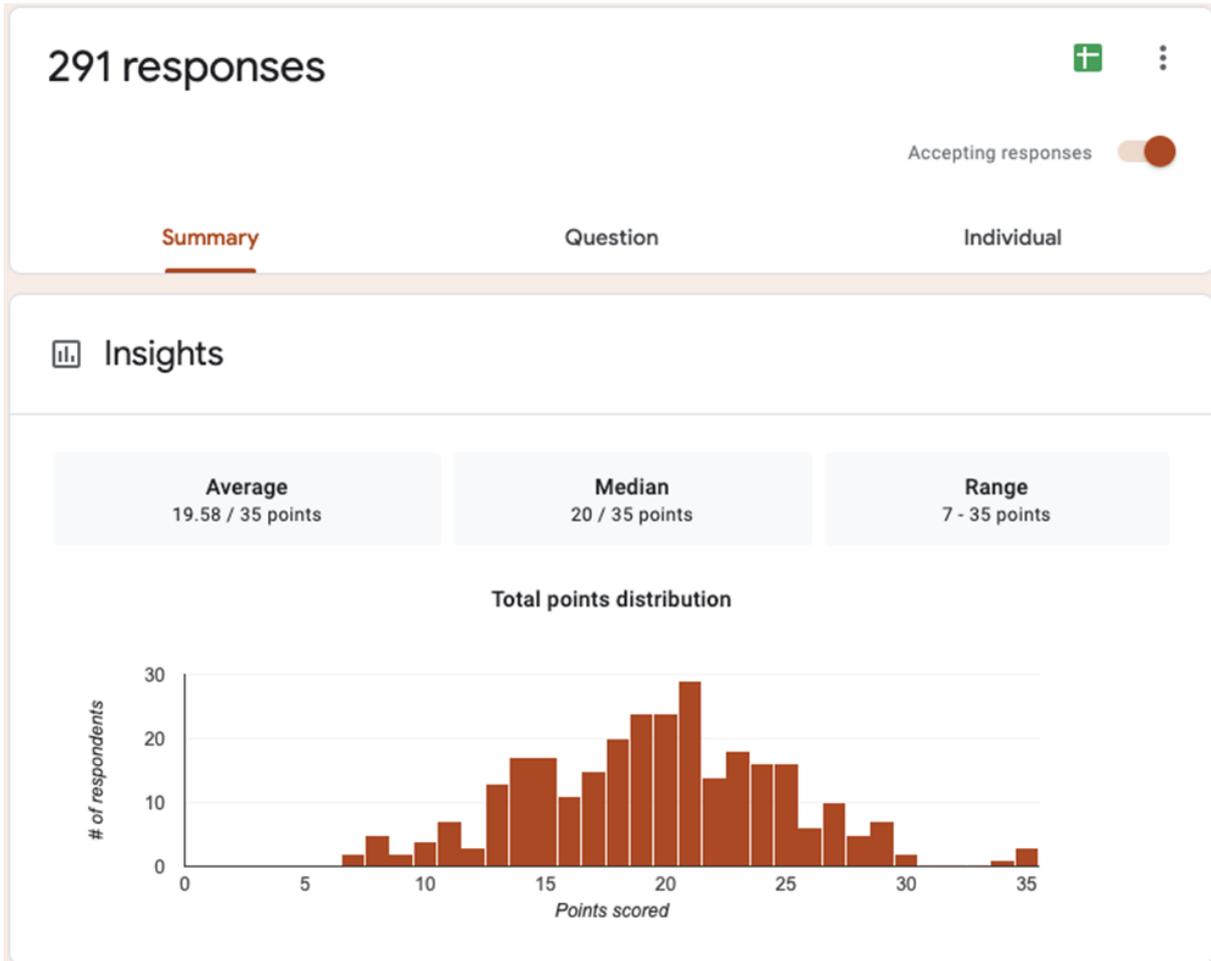
# COMMUNICATION SKILL -ONLINE



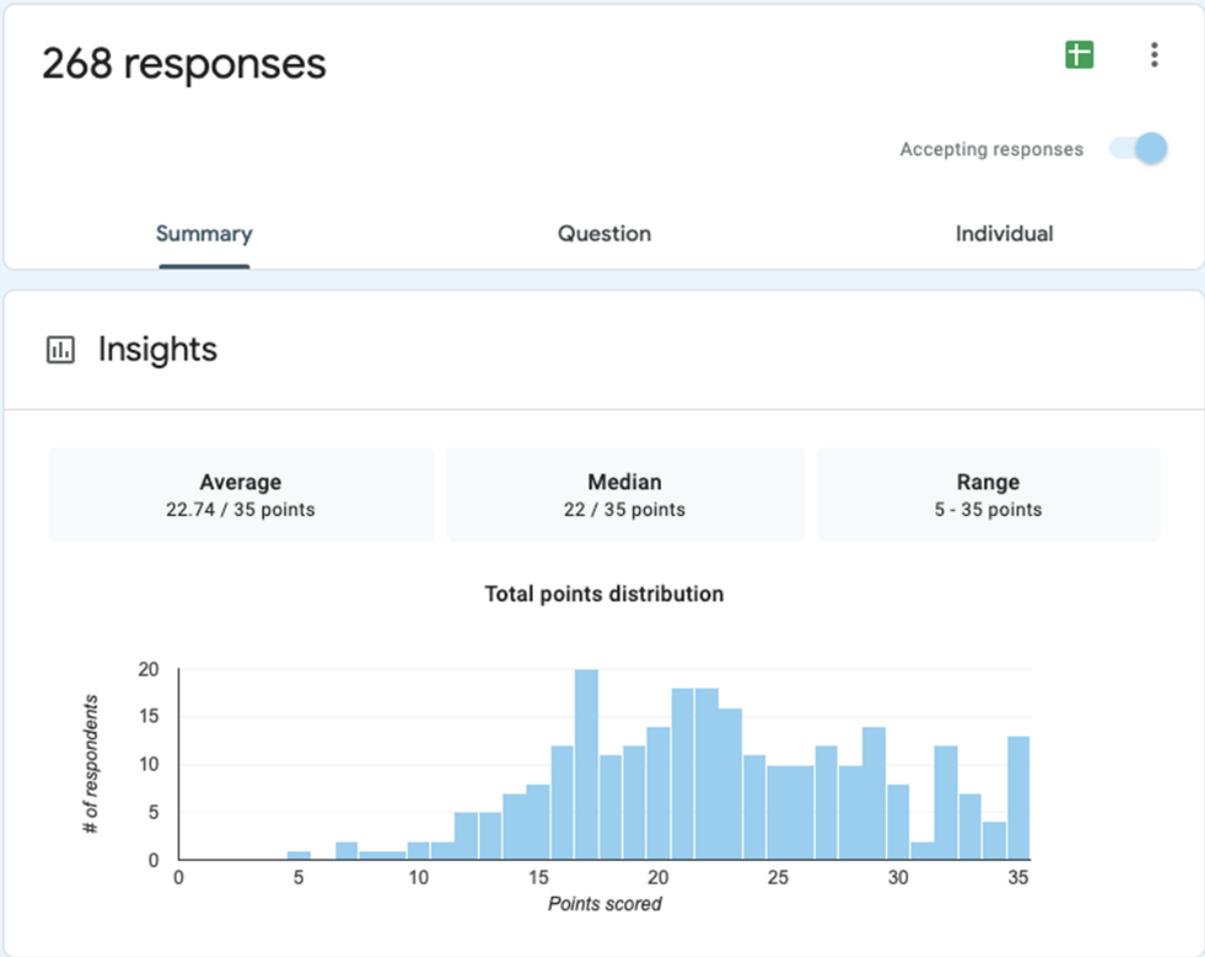
Trainer : Anuraadha Shree



# Pre-assessment :-



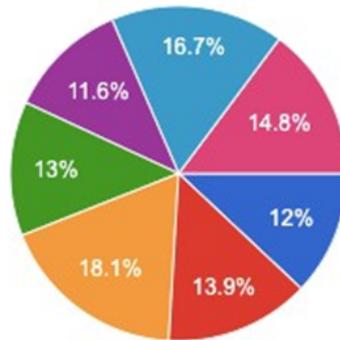
# Post assessment :-



# Facilitators' Evaluation

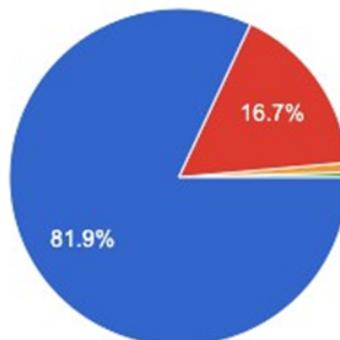
## Trainers

216 responses



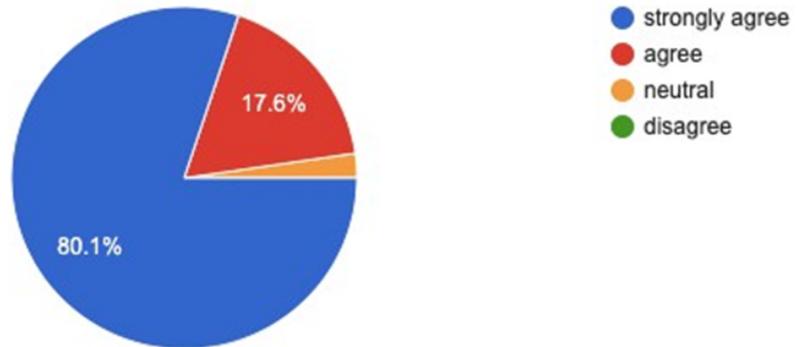
## 1. Good facilitators Skills

216 responses



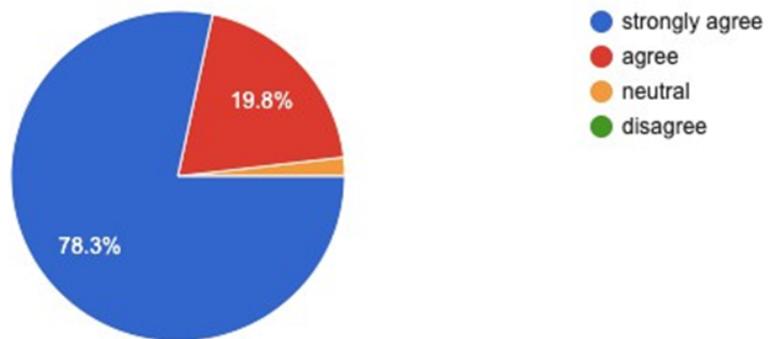
## 2. Engaged all participants

216 responses



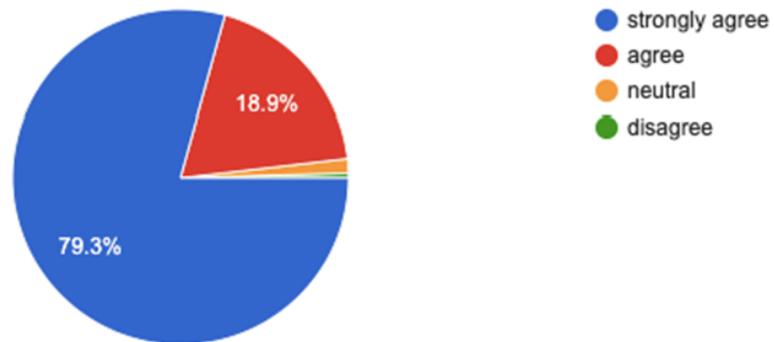
## 3. Attitude and well prepared

217 responses



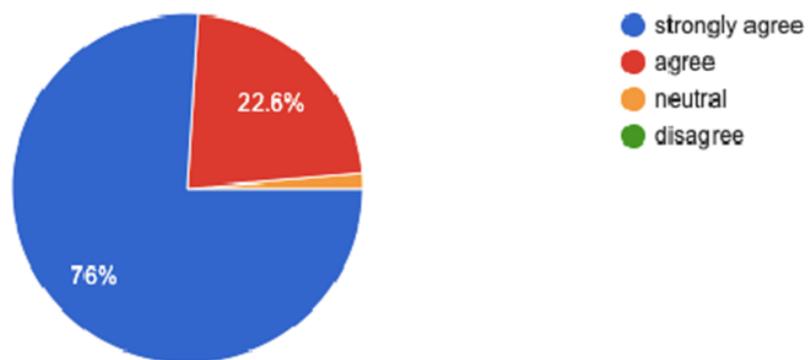
#### 4. Exercises/Activities are fruitful

217 responses



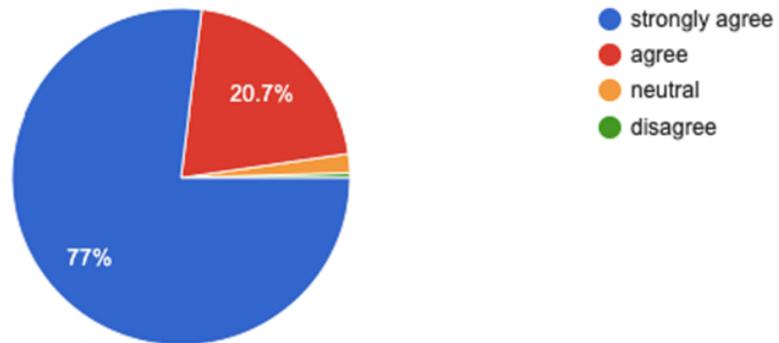
#### 5. Relevant examples

217 responses



## 8. All topics covered

217 responses



## 9. Overall training is good

217 responses

