

Value Added Course

Life Skill, Human Skill, Communication
Personality Development, Emotional Intelligence

Organized By
Dr. Babasaheb Ambedkar Marathwada University.

Internal Quality Assurance Cell

Training & Placement Cell



4 Days extensive workshop at “Commerce Department” of BAMU

Date :- 06-01-2018 to 09-02-2018

Workshop Content

Day 1 Session – 1 Effective Communication Part

Topic	Content	Duration	Activity	Facilitator
Effective Communication	1. Flow of Communication, 2. 4 style of communication. 3. Know your style 4. Dealing with different style 1. Effective listening Strategies. 2. Paraphrasing 3. Drive the conversation by deep listening 4. Effective questioning. 5. Closing the discussion in effective way	3 Hrs	“Move the wall” “Deep listening activity”/ “follow the instructions”	Sachin Dabhade

Day 1 Session – 2 Time Management (Goal Setting)

Topic	Content	Duration	Activity	Facilitator
Time Management	1. Time as a Resource, 2. Identify Important Time Wasters, 3. Techniques for better Time Management. 4. Urgent Important Matrix. 5. Pareto Analysis (Prioritization)	3 Hrs	Prepare your Daily monthly Journal	Sachin Dabhade

Day 2 Session – 3 Effective presentation

Topic	Content	Duration	Activity	Facilitator
Effective presentation	<ul style="list-style-type: none"> Learn to develop & Deliver your presentation. Three elements of an effective presentation 5 steps of building an effective presentation 4 steps of delivering an effective presentation 	3 Hrs	Q & A after video presentation	Sachin Dabhade

Day 2 Session – 4 Body Language

Topic	Content	Duration	Activity	Facilitator
Body Language	<ul style="list-style-type: none"> Understanding gesture posture Some basics and their origins of body language Perceptiveness, intuition and hunches. Territories and Zones. 	3 Hrs	“Accept feedback from people using 5 level”	Sachin Dabhade

Day 3 Session – 5 Accountability & Ownership

Topic	Content	Duration	Activity	Facilitator
Accountability & Ownership	<ul style="list-style-type: none"> Personal ownership & accountability Relationship between ownership accountability & Responsibility. How to take pride in what we do & become successful. Doing what is right and not what is easy. 	3 Hrs	Push back Activity	Sachin Dabhade

Day 3 Session – 6 Team Work

Topic	Content	Duration	Activity	Facilitator
Team Work	<ul style="list-style-type: none"> Solving Problems as a Team The Six Thinking Hats Encouraging Brainstorming Building Consensus 	3 Hrs	Snake Game	Sachin Dabhade

Day 4 Session – 7 Strong Resume & Cover Letter

Topic	Content	Duration	Activity	Facilitator
Strong Resume & Cover Letter	<ul style="list-style-type: none"> Use of imp website to build CV Track your achievements. Effective Language strategy. Usage of driver successfully Use of cover letter 	3 Hrs	NA	Sachin Dabhade

Day 4 Session – 8 Effective Interview Skills (PI)

Topic	Content	Duration	Activity	Facilitator
Effective Interview Skills (PI)	<ul style="list-style-type: none"> Understand job description & specification Interview technique, preparation, Dressing Understand the competition Competency based interview Dealing with difficulty Effective closing the interview. Common question & planning Mock interview 	3 Hrs	Mock Interviews	Sachin Dabhade

Training Objectives

- ✓ Developing and preparing students for Jobs & professional career.
- ✓ Working on students professional skills
- ✓ Developing team working spirit and creating awareness about team building.
- ✓ Developing problem solving ability through proven methodology.
- ✓ Making participants aware about interviews.
- ✓ Developing resume building skill.
- ✓ Making participant more confident about public speaking
- ✓ Developing understanding of participants to deal with difficult situation & people by learning body language.
- ✓ Developing Ownership, Accountability, Responsibility.



Training Methodology

Students of Commerce Department of BAMU have been gone through 4 days extensive training plan, to develop and prepare students for jobs & professional career, in consecutively planed workshop. Through 8 Seminars on “Management & behavioral skill development” all participants went through different ways of learning along with designed content.

Below Technique involved in the sessions (around 1 hrs Activity per session)

- ✓ Management activity.
- ✓ Case study.
- ✓ Games from the perspective of current industry & market expectation from student level.
- ✓ Mock Interviews.



Testimonials

“So many practical things we have gone through and it really amazed me”

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I was having many confusion about managing my time and taking decision. Due to this workshop now I will never feel the time crunch in my life.

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I am feeling inspired by the many examples given by trainer, I am sure it will be really helpful for me in my coming days. Thank you so much for organizing such workshop for students.



Activity Snap

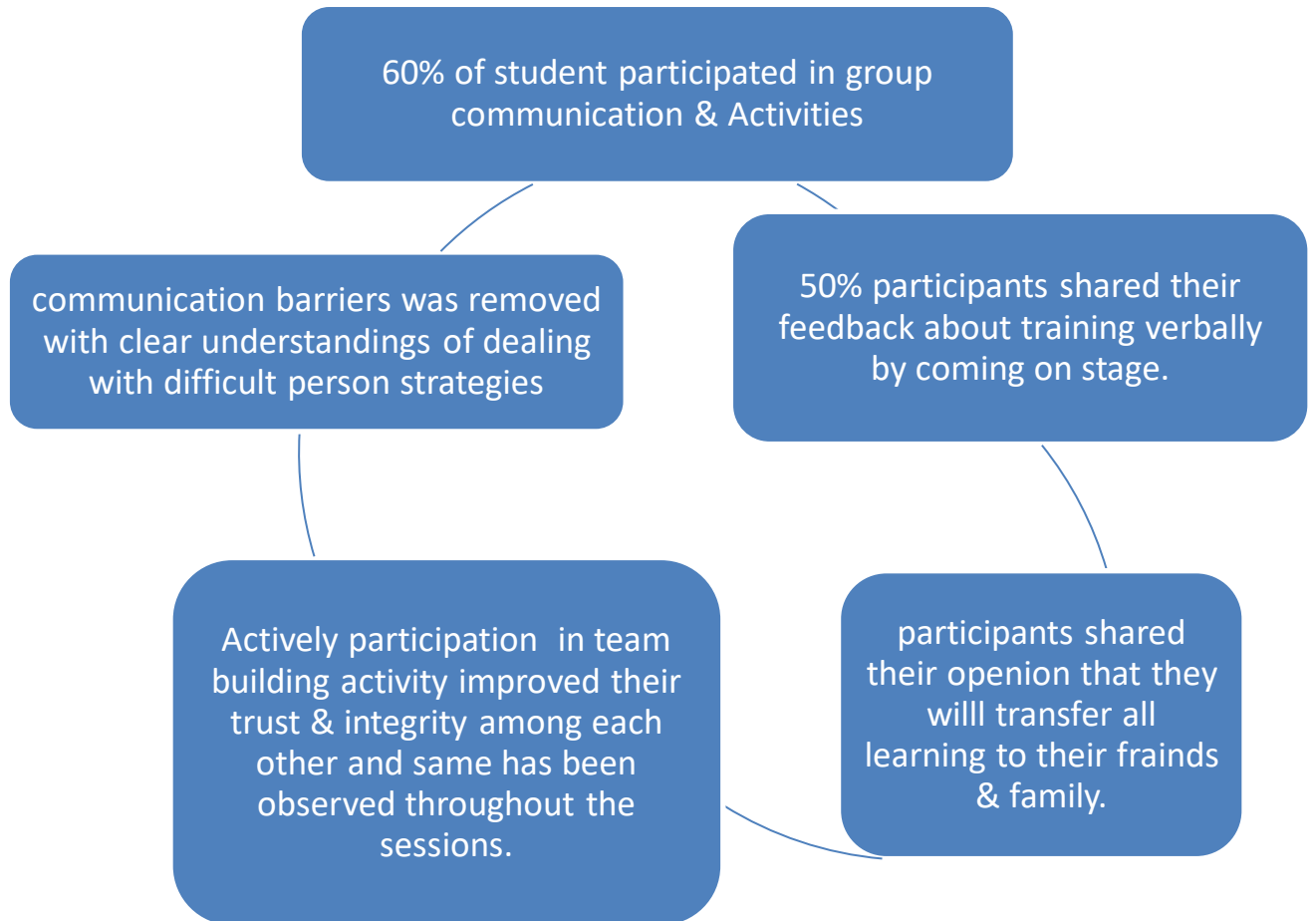
Activity on developing communication & Interviews.



Activity on developing trust & Integrity



Outcomes & Reflection



Yes, We have Achieved



Every one of us feels....!

We will really miss such wonderful training and we will wait for next session to come...

Kudos to All

Regards,
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