

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 “Economics Department” of BAMU

Date :- 22-01-2018 to 25-01-2018

Workshop Content

Day 1 Session – 1 Effective Communication Part

Topic	Content	Duration	Activity	Facilitator
Effective Communication	<ul style="list-style-type: none"> Flow of Communication, 4 style of communication. Know your style Dealing with different style Effective listening Strategies. Paraphrasing Drive the conversation by deep listening Effective questioning. 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	<ul style="list-style-type: none"> Time as a Resource, Identify Important Time Wasters, Techniques for better Time Management. 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 5. 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 economics department of BAMU has been gone through 4 days extensive training plan, to develop and prepare students for Jobs & professional career, in consecutively planned 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

“When I started my education i had lost my objective why I joined this course but due to this course i have come back to my objectives”

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I was having tremendous fear while talking to strangers and I used to lose all content from my memory. But now I can much confident to plane my entire communication and public speaking with proper planning and technique I learned in these 4 days.

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I never ever though such difficult learning can be so easy with the help of all learning method used in this workshop. I will never forget learning's which I received from this workshop.

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Workshop like this gave us such practical learning.

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I was not serious before join of this workshop about my study and career but my eyes are opened by every word used in these trainings.

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Excellent & very practical workshop.

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Activity Snap

Activity on developing team spirit



Activity on developing trust & Integrity



Mock Interview of M.Phil, Ph.D students



Outcomes & Reflection

90% of student participated in group communication

communication barriers was removed with clear understandings of dealing with difficult person strategies

80% participants shared their feedback about training verbally by coming on stage.

Actively participation in team building activity improved their trust & integrity among each other and same has been observed throughout the sessions.

participants shared their opinion that they will transfer all learning to their frainds & family.

Yes, We have Achieved



Everyone of us feel....!

We will really miss such wonderful training and we wish such sessions to be happened every quarter...

Kudos to All

Regards,
Sachin Dabhade
Management & Corporate Trainer
Director – ASK Training Solution