

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 “Fine Art & Printing Technology
Department” of BAMU**

Date :- 29-01-2018 to 01-02-2018

Workshop Content

Day 1 Session – 1 Effective Communication Part

Topic	Content	Duration	Activity	Facilitator
Effective Communication	<ol style="list-style-type: none"> 1. Flow of Communication, 2. 4 style of communication. 3. Know your style 4. Dealing with different style <ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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 Fine Art & printing technology departments of BAMU have 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

“it was one of the outstanding training course have done in my life. I will surly recommend this course to my friends”

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Befor training was not sure what I am doing and what I have to do. After this training I can grantee myself about success.

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All method used in the training was so entertaining and only because of that method I could understand so many things and now I am become tremendously confident about my future.

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One of the great practical workshops.

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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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If I could have attained this workshop before 5 years. I defiantly would have done so many excellent thing in my life.

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Activity Snap

Activity on developing team spirit



Activity on developing trust & Integrity



ICE breaker for different levels of learning.



Outcomes & Reflection

95% of student participated in group communication & Activities

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

100% 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 friends & family.

Yes, We have Achieved



Everyone of us feel....!

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

Kudos to All



Regards,
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