

REPORT OF THE PROGRAMME CONDUCTED



Dept. of
Sree Sankara College Kalady

Title of the activity Work readiness programme

Date and Time 28/12/1999

Resource person

Nature of activity

Type of Activity ,

Linkage Activity

Convener . .

Number of participants 0

Report of the activity Work readiness programme is a 15-hour grooming module to enhance your interview skills and to prepare you for an interview panel

Outcome of the activity

Course Overview

Work readiness Programme is a 15-hour Grooming module to enhance your interview skills and to prepare you for an interview panel.

After the completion of the training, you will be

1. Aware of interview etiquettes, presentation skills, resume preparation, group discussions, mock interviews and perform well in the upcoming interview process
2. Aware of the interview process and have confidence thereby increasing your chances of getting placed

Key Topics

- Resume Building
- Email & Covering Letters
- Interview Methods
- Questions in Interviews
- Professional Networking
- Etiquettes
- Group Discussions

What you learn

- Interview Skills
- Presentation Skills
- Confidence building

Course Fee

Free (Sponsored by Kerala Knowledge Economy Mission)

Course Duration

15 hours (3 Days)

Modules and headings

Module 1 : SWOT Analysis, Resume Building

- SWOT Analysis & Resume Building

Module 2 : Drafting an Email

- Cover letter & Email writing

Module 3 : Structure and Methodology

- Structure and Methodology of an Interview

Module 4 : Interviews

- Types of Interviews, Frequently Asked Questions

Module 5 : Interview Questions

- Behavioral Questions, Situational questions, Do's and Don'ts of an Interview

Module 6 : Networking

- Harnessing social/ professional networks for career growth, Self -branding, Self -branding

Module 7 : Etiquette's

- Corporate Etiquette, Netiquette

Module 8 : Group Discussion

- Process and roles in GD, Attending a GD

DEPARTMENT OF PHYSICS
SREE SANKARA
COLLEGE, KALADY

IN ASSOCIATION WITH ASAP

ACE YOUR NEXT JOB INTERVIEW

WORK READINESS PROGRAMME

For Final Year Physics Students

On September 29,30, October 4

Venue : Seminar Hall