

# Report

## Skill Development Training Programme

A Six days Employment Skill Development programme was organized by **IQAC and Botany & Microbiology Department** from **1 to 6 August 2022** in Association with **American India Foundation (NGO) & Dell Technology**.

The inaugural session of this programme was attended by **Mr. Deepak Ghosh M.P. State Coordinator**, American India Foundation, **Mr. Devashish Sarkar- Out Reach Executive**, American India Foundation, **MS. Akansha Tripathi & Ms. Munmun Malik, Master trainers**, American India Foundation, **Dr. Asha Agarwal**, Principal, Sri Sathya Sai College for Women, **Dr. Renu Mishra**, IQAC Coordinator, **Dr. Shikha Mandloi**, Criterion V incharge NAAC and **Dr. Nishi Yadav**, Asst. Prof. Microbiology. The Programme was conducted by Dr. Shikha Mandloi.



American India Foundation works with a goal to build workforce readiness in college going girls. They train young college going girls in commercial skills, life skills, interpersonal skills, corporate grooming & etiquettes, Resume writing & interview preparedness. Our students were privileged to be their initial participants in M.P.

**The details of the schedule of six days are as follows:-**

Day	Content
Day 1	Employability, Importance of communication, Learn together, Team Work
Day 2	IT Literacy , MS Word, MS Excel
Day 3	MS Powerpoint , Money matters, Collaboration tools
Day 4	Work place communication, Interpersonal skills, Corporate grooming, Resilience at workplace
Day 5	Resume Writing , Mock Interview, Time Management tools
Day 6	Problem solving -Decision making , Personal leadership- Career progression

## Day 1

The 1<sup>st</sup> day started with introduction about American India Foundation (AIF) and training topic was Employability Skills, wherein we had a discussion about how important is employment and skills related to any particular job role. Importance of creating a LinkedIn account for all job seekers and benefits. Activity- Coin activity as an ice breaker.

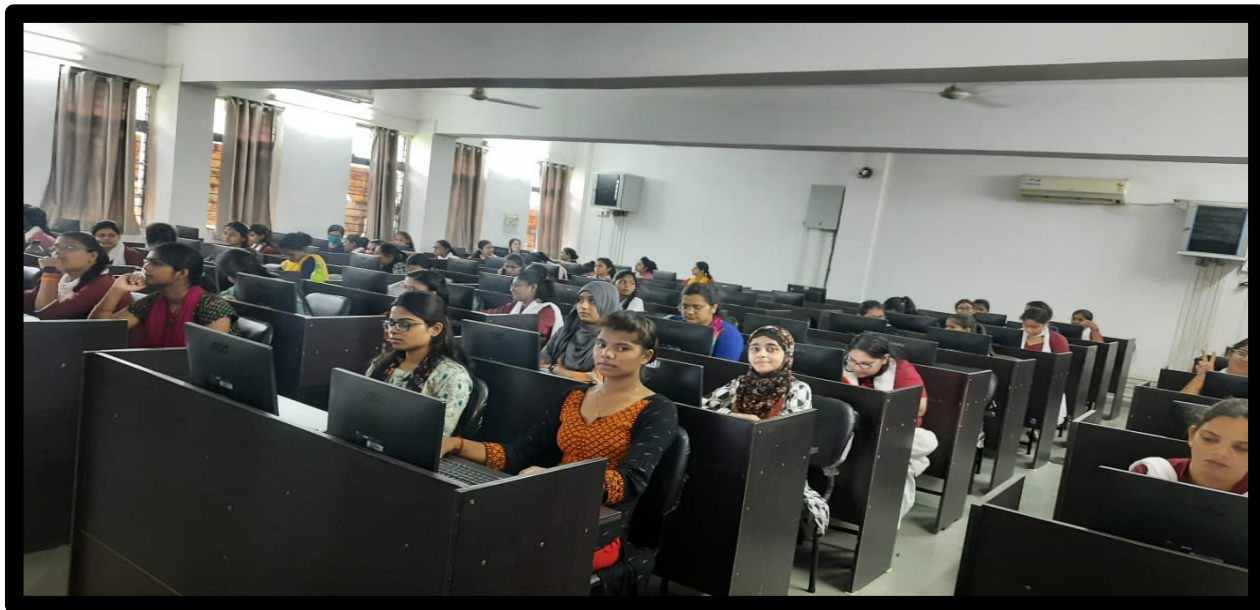
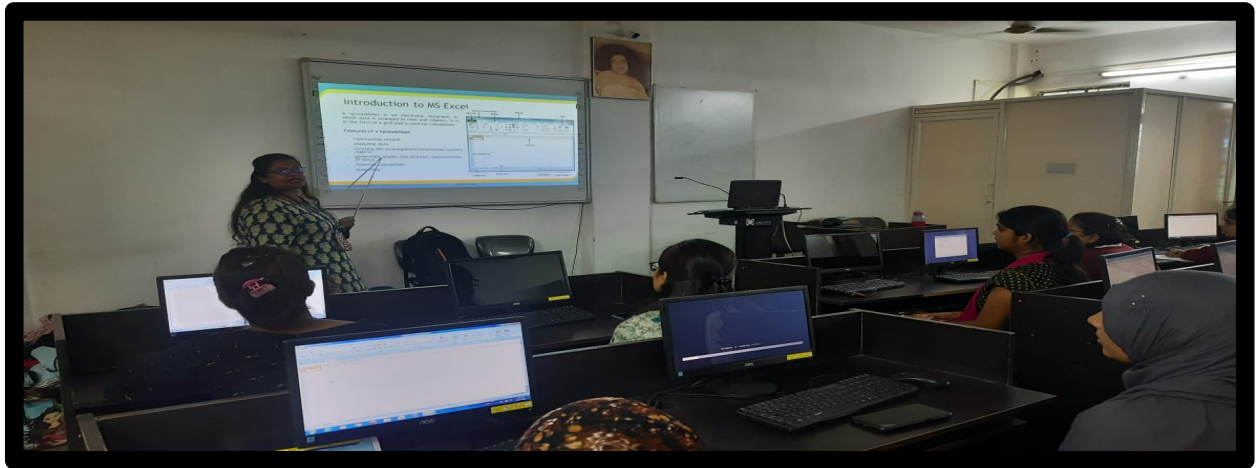


## Day 2

The 2<sup>nd</sup> day topic was Importance of Communication skills and body language, as communications is the basic tool for soft skills. Hard skills can be acquired by knowledge and practice but soft skills is something that develops with passage of time, experience and practice. Good communication skills helps to build repo building and increases confidence level in every aspect of life. Students shared their thoughts about communication.

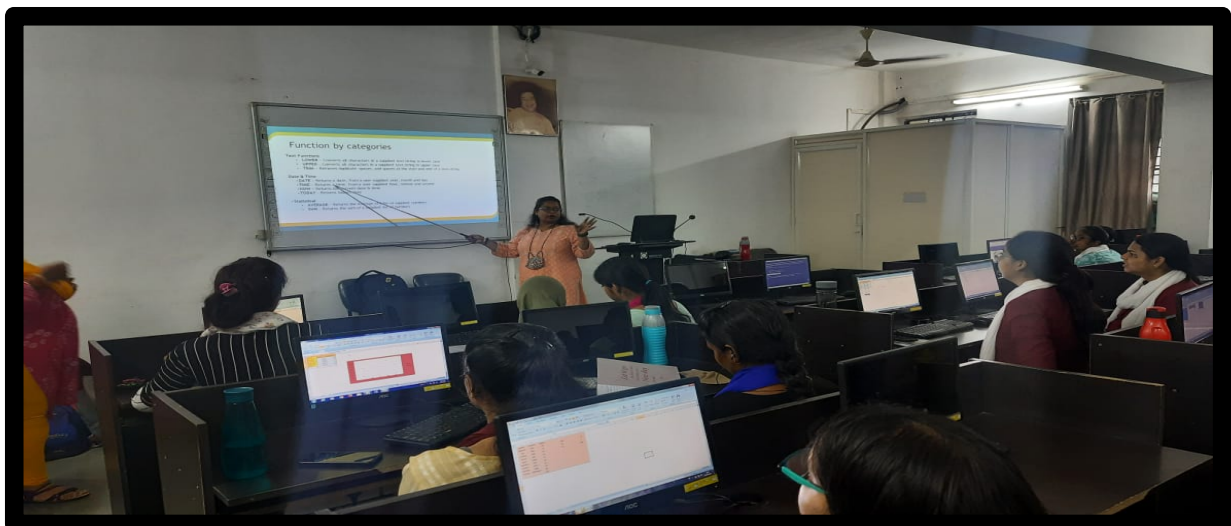






### Day 4

The 4<sup>th</sup> day started with MS Excel and PowerPoint, when we talk about work and becoming as professionals it is very important to become good with excel which helps maintaining proper data and formulas. PowerPoint helps in better presentations of any topic.



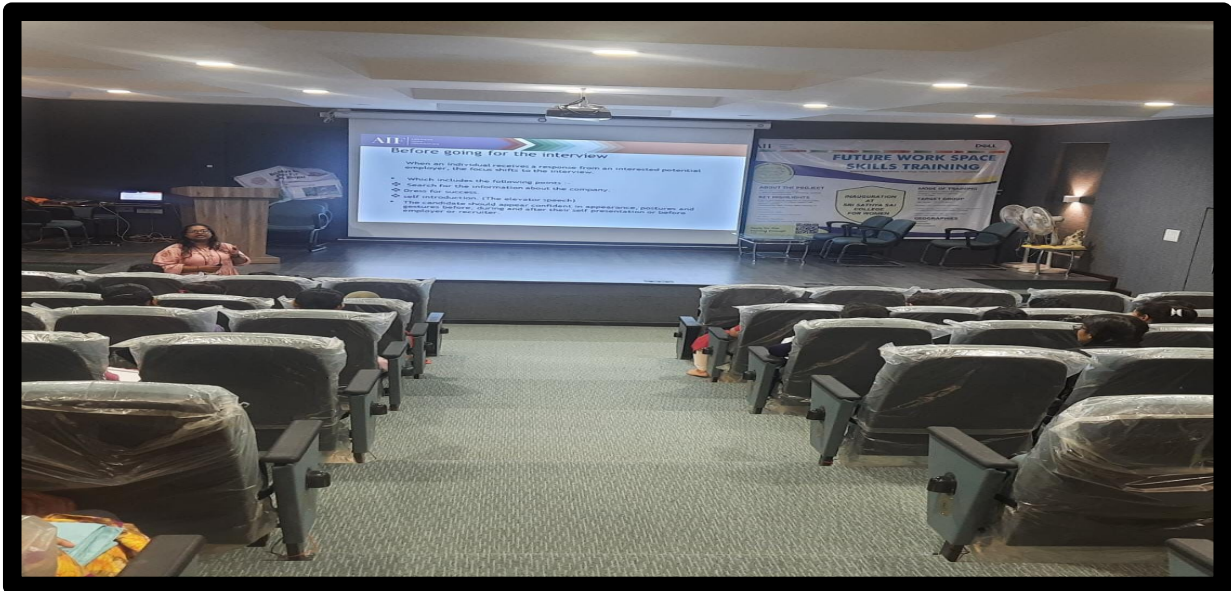


**#happy learning**



### Day 5

The topic for 5<sup>th</sup> day was Importance of Time Management and Stress Management as both are interlinked as if we do not manage our time well it will automatically create stress. Our next topic was corporate etiquettes when we go out in the market for a job, one should know what are the dos and don'ts of a corporate world especially fresher's.



### Day 6

The 6<sup>th</sup> day as all about learning Interview preparation, resume writing and interview questions. All these will help in building confidence while facing a job interview and how to prepare a resume according to the desired job.

**Activity Chinese whisper for active listening.**

We have some feedback sharing videos as well of the students regarding the Dell Future Workspace skills



**On 6 August 2022, the training programme was concluded with successful participation of more than 100 students. Students were given away certificates from American Indian Foundation.**