

**Employability Skills Workshop Summary Report of  
Sri Madhwa Vadiraja Institute of Technology and Management-Bantakal**

Date: 8<sup>th</sup> February-2014

**Prof.Dr.Radhakrishna S Aithal**  
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By

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## **Understanding the learning needs of Sri Madhwa Vadiraja Institute of Technology and Management students:**

Ganesh Aithal, Independent Trainer, had a conversation with Prof.Dr.Radhakrishna Aithal( Principal-SMVIT) on January 22nd-2014 regarding the training needs of the students, it was decided that there was a need to prepare the current third year students to face campus recruitment and areas of personality development. Employability Skills was the topic that was decided.

### **Observation Session Overview:**

- Date of Session : 8th February-2014
- Time : 1:00PM-5:00PM
- Venue : Sri Madhwa Vadiraja Institute of Technology and Management-Bantakal
- Timeline : 4 Hours
- Number of Attendees : 57

**Topic:** "Employability Skills"

**Presenter:** Ganesh Aithal, Independent Trainer

### Workshop Summary:

1. Inaugural Ceremony of the Workshop by Mr.Venugopal of SMVIT placement and Introduced Ganesh Aithal as Guest Speaker and conductor of the workshop.

The workshop included sessions, group presentations, group activities and audio visual clips.

Session 1: Introduction Activity: Students were asked to go around the class and introduce themselves to the group in a most unusual way to bring out the creativity in students and create a friendly environment. Students shared their experience and their discoveries through the activity.

The speaker called out for two volunteers to demonstrate "The Art Of Introduction", a few subtle tips of "Hand-shake" was also introduced to students.

A group activity was conducted wherein students were asked to discuss and present to the class on what according to them is Employability Skills and what are the employability skills they need to possess in order to be hired. The students participated well and presented as instructed. This session ended with a Video display by Hema Ravichandar ( HR Partner-Infosys).

Session2: In this session students were walked through the definition of Employability skills, the skills that can be classified as employability skills based upon academic skills, thinking skills and personal qualities. A group activity was conducted to learn the art of non-verbal communication with 22 volunteers and the presenter de-briefed the learning from the activity.

Session3: In this session students were briefed about the subtle differences between a Bio-Data, Resume and Curriculum-Vitae and explained the components followed by the Employability Skills employers demand. The presentation had skills and examples to each aspect of the same, that could be included in the resume with instances where they exhibited the skills.

Session4: In this session the presenter distributed Employability self assessment worksheets to the students, walked them through the exercise and also explained the interpretation of the scores

Session5: Students were explained the definition of Transferrable Job skills and examples for each aspect and this session was concluded with the self-assessment of the above learnt skills.

### **Trainer Observations and feedback:**

- Excellent participation
- High level of Enthusiasm and Energy
- Friendly attitude resulted in bonding between students and trainer
- Awareness of Employability Skills, which was enhanced by the workshop
- Students with stage fear were able to come out of the shell and express their thoughts

### **English communication skills**

- Good communication ability (90% of the students), need to polish skills
- Good confidence level to face the crowd (a few were shy- Boys mostly)
- Good listening skills
- Intermediate to high English proficiency level and good vocabulary
- Usage of Chat Language was prominent, need to increase professionalism
- Good presentation skills, need to work on some areas

Activities helped me understand proficiency and skill level of students and excellent participation by students made the learning more interesting and fun for them.

### **Students Observation and feedback (the comments below are unedited):**

#### **1. What did you enjoy the most today?**

-Group activity on making a presentation on Employability skills.

-Group activity on non-verbal communication

-Self assessment tools on employability skills

-It was a trigger or calling bell to plan for the future events in our academic and professional lives. I enjoyed the activities thoroughly.

-The presenter who took up the session, because he conducted activities and it was not a boring session.

-The way we were made to understand skills we already have and what we need to improve upon through activities that was interesting and refreshing.

## **2. What did you learn today that you anticipate using in the future?**

- Learn to overcome the fear of being judged in a strange set up.
- Develop social skills in workplace
- Develop various aspects of employability skills
- Working individually and in a group set up
- Importance of research about the company before applying for a job
- Different skills required to be marketable and presentable during campus recruitment

## **3. General Comments**

- Visit again so that we get to know more information about employment
- Useful session
- This workshop was very useful and not boring at all.
- Wish management conducts such workshop in the future
- Through this workshop we were educated about a lot of aspects of employment
- It was very informative and was not boring at all.
- Friendly, and I liked your command over the language
- I would like to encourage and attend more such sessions.

Dear Prof.Dr.Aithal,

I am deeply appreciative of the opportunity you provided for me to conduct the workshop at Sri Madhwa Vadiraja Institute of Technology and Management for the selected group of students from the third year engineering.

I thoroughly enjoyed delivering the workshop and interacting closely with the students. Judging from the feedback from the students and their personal comments to me, I am pleased to conclude that they enjoyed the learning, participating in activities and had lots of fun. I am pleased to introduce the new and innovative learning that not only enhances knowledge, but also provides a new platform for students to experiment and acquire new professional and life skills, which transform their career successes and life.

I was overjoyed by the fact you believe in me and my abilities and you offered me to continue to conduct similar workshops throughout the year. I would be honored and delighted to accept your offer and initiate the collaborate process. I would love to share some thoughts regarding how we could move forward and seek your thoughts and guidance.

Workshop Proposal:

Conduct full-day workshops on various areas of personality development, job preparation skills, campus to corporate and more for the third year students of your college, whichever works best for you and your college calendar.

Costs: We can discuss the option looking at various aspects.

I believe that this program will not only bring significant value to your students in the area of gaining confidence, improve communication, leadership ability, other skill sets including critical thinking, problem solving and marketability, but also increases the PR and publicity of SMVIT as an education innovator and a positive impact on its placement ratio.

I would love to schedule a meeting with you to discuss the above and explore how we could collaborate. Please let me know your availability next week or the following week.

I look forward to work with you and to initiate a sustainable partnership.

Best Regards,

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