

Employability Skills Training Program

Mahindra Pride Classroom – Naandi Foundation

For Second Year Bachelor of Education Girl students of Humera Khan College of Education

Mode: Online

Time – 2:00 pm – 6:00 pm

Humera Khan College of Education arranged an online workshop for the SYBEd students which was held by Naandi in collaboration with Mahindra Pride classroom. The soft skill trainer for the workshop was Ms Manali Kadam.

Day 1 – 24th January, 2023

The first day session was about "I am Unique" and "First Impression".

Slides of various adjectives were shown and the students were told to relate any of the adjectives with themselves. Further activities like the "Palm Drawing Activity" and "My shield for self-introduction" were done by all the students. The sessions gave the students details about Appearance, Body language and Communication.

Day 2 – 25th January, 2023

The second day session was about "Model to Mould" and "Discussion and Point of View".

The feelings, behaviours, habits and attitudes of today's children were discussed to understand their physiological and psychological behaviour. Points to understand and accept different point of views assertively were discussed. Break out activities were performed so that the teacher needs to be patient, understanding, non judgemental and also empathetic towards students.

Day 3 – 27th January, 2023

The third day session was about "Goal setting and time management" and "Professional Communication".

Here the students we were made to understand the importance of setting goals and pursuing them. Goals need to be SMART as in "Specific, Measurable, Attainable, Realistic, Time Bound." The students learnt to draft emails in the correct order and comprehended that professional communication should be clear, appropriate in language and not lengthy.

Day 4 – 28th January, 2023

The fourth day session included "Creating a PPT" and "Problem Solving".

The students got an insight on Preparing and Presenting a PPT. The students also understood that every problem needs to be bifurcated into – understanding the problem, approach towards the problem as in how they would handle it and then what new opportunity would they find out of their problems. Usage of 6 "Thinking Hats Concept" was introduced to the students.

Day 5 – 30th January, 2023

The fifth day session included "Collaboration skills" and "Explanation and Instruction"

The trainer discussed with the students how effective collaboration with team mates can help them achieve their goals in the best possible manner. Explanation and Instruction in day to day life is very important and how visual instruction is more effective than verbal instruction was discussed.

Day 6 – 31st January, 2023

The sixth day session included “Critical Thinking” and “Classroom Management”

The trainer discussed with the students as to what is critical thinking and how to critically analyse different situations to find multiple choices so that after critically analysing best possible decision can be made. The session on Classroom management gave details on the challenges faced during online training and what are the guidelines for successful online training.

Day 7 – 1st – February, 2023

The seventh day session was about “Digital Identity” and “Group Discussion”

The session included the discussion how social media is becoming an addiction and what measures need to be taken to control this addiction. The students were able to comprehend how to have a balance with social media and also how to be a responsible digital citizen. The topic of Group Discussion helped the students to understand the do's in a GD like – be the first one to speak, maintain eye contact, listen carefully to others, be polite, built up the topic on someone else's point and so on.

Day 8 – 2nd February, 2023

The eighth day session included “Money management” and “Attitude to Gratitude”

The session gave an insight to the students on the topic of Money Management where the importance of compound interest was discussed. The students understood the difference between needs and wants and that wants can be never ending which in turn can lead to impulsive buying. In the session of Attitude to Gratitude the importance of being thankful was discussed.

Day 9- 3rd February, 2023

The ninth day session gave the students details about “Interview skills”.

The trainer discussed the 4 step process to get ready for the interview – 1) Prepare 2) Apply 3) Network and 4) Perform. Right from preparing a CV, applying in the respective fields, how to create a network on LinkedIn, etc and lastly how to prepare and present yourself for the interview was discussed in this session.

Day 10 – 4th February, 2023

The last day of the workshop included a session on “Embracing Change”

The trainer discussed two types of changes – 1) Desired change and 2) Unexpected change and how these changes affect lives were discussed. Later the session continued with the presentations given by the students on the basis of the topics given by the trainer and by applying all the various skills learnt during the workshop. The trainer gave personalized feedback to each of the students with areas of improvement.

The 10-day workshop was indeed helpful and useful to improve the overall skills of the students.