

ACTIVITY 1

Self-Acquaintance & Experiences

(13 September 2022, 2.30 PM – 4.30 PM)

D Block, Seminar Hall, Ground Floor

Speaker: Mr. Vikas Nain, AP, DMS

Skills Focused: Acquaintance and experiences help you introduce yourself to an audience, interviewer, senior manager, etc. Additionally, it aids in attracting attention to you. Students can boost their self-assurance, drive, and interpersonal abilities by presenting themselves. When one introduces themselves to a group of people, one has the opportunity to communicate their feelings. Allowing students to interact with new people enhances their social skills. When you introduce yourself, you inform the audience who you are, what you do, and where you're from.

With a powerful introduction, you may make a bold statement, attract attention, and pique curiosity. When used correctly, an introduction may mark the beginning of a new life, career, or group of friends.

Objective: "First impressions are everything," as the old saying goes. Students must make a strong case for their introduction. Students should introduce themselves to the audience, including their names, preferences, characteristics, family, and prior experiences.

The students will benefit from making more friends and acquaintances. As a result, students must be able to describe themselves in 10 to 12 lines and cover every facet of speaking to others. It's crucial to introduce yourself to communicate clearly. Students should be confident in their ability to interact with the audience.

Expert Talk: Mr. Vikas Nain provided a brief introduction to himself, the purpose of the lecture, and how it will help us improve our profiles and personalities at the beginning of the session. He also offered us a preview of all the subjects he would discuss in the future. He soon began talking about his knowledge and experience of himself. Three volunteers participated in this and offered their introductions; Mr. Vikas Nain thanked them but also pointed out their inaccuracies. He talked about the Dos and Don'ts of getting to know oneself through a presentation. He also concentrated on adding something



original to your introduction while excluding any reference to its flaws. Even if the interviewer asks about your weaknesses, one should discuss the characteristics that would subtly highlight your strengths, such as "I'm a perfectionist," "I take on too many follow-ups," etc. At the end of the event was stimulated. There was a sense of satisfaction on the faces of volunteers as the expert had significant interaction. This encouraged the volunteers to take the initiative and express themselves.

(Students were instructed to create a 60-90 second introduction that they will present on stage during the following session, on September 16, 2022, and be evaluated by the audience.)

FOLLOW-UP CLASS: SEPTEMBER 16 2022, D BLOCK, SEMINAR HALL, GROUND FLOOR

Dr. Vikas Kumar Tyagi introduced the online learning platform Coursera to the class at the start of the lecture so that students might sign up for several certification courses. As a result, they will benefit from improving their résumé and knowledge.

He then gave us a task to do with the student's peer group. Red and yellow cards were the two he presented.



The red card was given for the best speaker and the yellow for the best listener. The activity is divided into two rounds. In the first round, students introduce themselves, the company they work for, and the position they hold. In the second round, they are tasked with gathering the most cards. The student who receives the most red and yellow cards will be declared the winner. Both Shivangi and Shiva had 12 cards and were declared champions.

In the second half of the presentation, students began introducing themselves on the main stage one at a time. At the same time, Dr. Vikas Kumar Tyagi provided some crucial suggestions for strengthening their introductions.

The students appeared satisfied after the lecture. They developed a sense of advocacy and began to believe in themselves.



Learnings: The first lesson is the ideal time to introduce yourself to the class and learn a little about the pupils. Even though this might be their first opportunity, they felt encouraged and had the chance to talk as much as they could. Students' enthusiasm in the subsequent lesson will have a beneficial effect on their attitudes.

Attendance: 108 students attended the expert talk, and 96 students took part in the subsequent class.

Result:

- Best Listener - Shivangi, 220258
- Best Speaker - Shiva Sharma, 220146

ACTIVITY 2

Resolution

(20 September 2022, 2.30 PM – 4.30 PM)

D Block, Seminar Hall, Ground Floor

Speaker: Dr. Vikas Kumar Tyagi, AP, DMS

Skills Focused: Resolutions enable you to achieve huge improvements in tiny increments. By accomplishing their resolutions, students can increase their self-esteem and interpersonal skills. Furthermore, they cultivate the habit of being consistent in all they do in life. When one resolution is completed, students feel a sense of accomplishment, which gives them the confidence and enthusiasm to make another resolution and achieve it with the same zeal as before. When you fulfil the resolution, you tell yourself that you can achieve anything you desire in life by following the mantra of being disciplined and persistent and it gives you the sensation of being a better version of yourself.

Objective: "Belief in oneself is crucial," as the ancient adage says. Students must form a strong mental picture of themselves. Students should be willing to perform better than they did yesterday. Because their internal motivation will direct them to their ultimate goal. The students shall get benefit from completing their resolution. As a result, students must be able to improve their weaknesses while simultaneously enhancing their strengths. It is crucial to establish a resolution to get to know oneself better and to take the necessary initiative to improve. Students should feel good about themselves.

Expert Talk: At the start of the session, Dr. Vikas Kumar Tyagi gave a quick overview of the importance of resolutions and how they may help us better our self-beliefs, habits, and personalities. He posed several questions that opened the eyes of all the students there. He immediately began discussing the minor actions we should take to accomplish our ultimate goal. He also showed us the example of "Darhrath Manjhi," a mountain man who moves mountains by carrying away little stones. From this example, he emphasised to us that the objective may be large and appear unattainable, but a tiny effort done every day may make a significant difference. He also stated emphatically that "believe in yourself." He also showed us an image in which he encouraged us to think



beyond the box and students followed his lead. He also taught students that while you should celebrate your triumphs, you need not limit yourselves to just that. You must enhance your success criteria. Because this is the only method of advancement. He encouraged students not to establish boundaries for yourselves and that being average does make you happy initially but in long term, it wouldn't. Always push yourself for development rather than perfection in everything since perfection is fiction and no one can be perfect in everything. Finally, he recommended several

skills that would improve our resumes and benefit us. He also gives us some pointers on how to keep our resolutions.

FOLLOW-UP CLASS:

Dr. Vikas Kumar Tyagi assigned a task to the students, which is separated into two rounds. In the first round, students should present a one-minute speech on their strengths and weaknesses, as well as how they plan to rectify their flaws. Here, 5-6 students took part and gave their all. Himanshu was chosen as the winner by the students. In the second round, students should advise participants on how to improve their weaknesses. Many students who participated in this round may provide multiple recommendations, and Aditi won that round by making a creative suggestion.



Following the task, Dr. Vikas Kumar Tyagi assigned students to a team activity called "Dumb Charades." The purpose of this game was to emphasise nonverbal communication among the team members. The team has been separated according to their sections. A, B, and C were the letters. One member from each squad arrived one at a time, and the slips were only revealed to them before they had to perform. Section B was eliminated in the first round, and the final competition was between sections A and B, with Section A winning.

The students appeared satisfied after the lecture. They gained zeal, began to believe in themselves, and promised to put the lesson they had learnt into action.

Learnings: The first lesson is to take small measures that add up to big outcomes and to be consistent in your efforts. Make a daily commitment to become a better version of yourself. Students will boost their self-esteem and confidence by fulfilling the resolution.

Attendance: 112 students attended the expert talk, and 104 students took part in the subsequent class.

Result:

- Best Speaker – Himanshu,
- Creative Suggestion – Aditi, 220109
- Dumb Charades – Section A

ACTIVITY 3

High Impact Presentations

(4 October 2022, 2.30 PM – 4.30 PM)

D Block, Seminar Hall, Ground Floor

Speaker: Mr. Vikas Nain, AP, DMS

Skills Focused: Presenting information clearly and effectively is a key skill in getting your message across. Today, Presentation skills are required in almost every field, and most of us are required to give presentations on occasion and at Business Meetings as well. High-impact presentations - it's not about you. it's about your Audience! You will learn and practice the key elements of High Impact Communication: a structure that has a purpose, meaningful content, and delivery that compel listeners with an authentic appeal. You should make sure that everything you speak is personal, Relevant and of value to your Audience.

Objective: Presentations that leave a lasting impact, require many elements to be woven together.

- Great design and great presentations are equally Important.
- A positive tone falls pleasantly on the year and improves attention. Variation in speed and appropriate use of pause brings variety to the presentation and makes it appealing.
- Confident Body language, Posture, Eye contact, and Positive facial expressions all contribute to creating impact.
- Build your Confidence to speak in public. Add impact to your delivery to make it Memorable.
- Improve your credibility and enjoy the experience of presenting a topic.
- Recognise what makes an inspiring presentation.
- Add videos to the presentation to make it more effective.

Expert Talk: At the start of the session Mr. Vikas Nain gave a Detailed overview of High Impact Presentations and how to give them a good spice. Also, He showed the students an image in which he encourages them to think outside the box and students followed his lead. There should be 5 Ps of presenting a Presentation:

- Purpose
- Plan
- Prepare
- Present
- Progress



Finally, he recommended several skills that would improve our Communication and presentation skills and benefit us. He also gives us some pointers on how to keep our resolutions.

FOLLOW-UP CLASS:

Dr. Vikas Kumar Tyagi assigned a task to the students, about negotiation – how negotiation is done with customers and how to motivate them. The Declared winner of the negotiation was Arpita. Then the next task was Presentations. Two Teams represented High Impact Presentations on the Topics- Telephone and Videocall Etiquettes, Leader of the New age. Both Teams were provided 20 minutes each and they finished the presentations in that period. 2 to 3 minutes were given to the teams for the Questioning round with the Audience.

After the Presentations, the evaluation of both teams was done and their Strength and Weakness analysis was there. So, Proficiency in delivering High Impact Presentations is in effect, imperative to all.

The students appeared satisfied after the lecture. They gained zeal, information and Knowledge Also, they promised to put the lesson they had learned into action.



Learnings: The Program winds down with fantastic learning for the students. High Impact Presentations are not easy to learn and deliver. In this session, we learn how to attract the audience, how to persuade and the message should be conveyed clear cut. However, a determined effort on all the learnings from the session will bring about the desired Result.



Attendance: 95 students attended the expert talk, and 98 students took part in the subsequent class.

Result:

- Best Speaker – Muskan, Saloni and Akhil
- Negotiation Speaker: Arpita

ACTIVITY 4

Art of Negotiation

(11 October 2022, 2.30 PM – 4.30 PM)

D Block, Seminar Hall, Ground Floor

Speaker: Dr. Vikas Kumar Tyagi, AP, DMS

Skills Focused: Negotiation is a talent that is made up of many smaller abilities, such as communication, organising, persuasion, active listening, and many more, and it helps a student to develop and enhance team-building skills. Furthermore, students learn the habits of observing situations and the potential to think creatively and come up with innovative ideas. The art of persuasion and influencing others will serve students throughout their life. The student will be able to handle conflicts, with the assistance of being a good listener and patient. Negotiation is a process, and students may improve their skills through practice. When done well, negotiation delivers a sense of satisfaction and confidence.

Objective: Students should be encouraged to "Promote the negotiated mindset," as it is crucial in both the workplace and in daily life. Those who are better at negotiating than they may take advantage of students who lack these skill sets. To thrive in the real world and improve their communication and problem-solving skills, students must learn how to negotiate. Negotiation teaches students how to speak out for themselves and others. Additionally, how to come to a mutually advantageous agreement. Negotiating gives students a sense of fulfilment because it's a valuable skill in today's era. Students' negotiation skills must indeed be developed.

Expert Talk: At the beginning of the session, Dr. Vikas Kumar Tyagi gave a quick overview of the topic negotiation and informed us that although we all engage in it frequently, many of us are still unaware of how to do it fruitfully. He outlined to us the qualities of a skilled negotiator. What are the main points that the negotiator has to keep in mind? That amaze us since we frequently negotiate, especially when we buy anything, yet we are still unaware of all these things. He claimed that a negotiator's most powerful tool is information. Additionally, he demonstrated with a diagram how to practise being a skilled negotiator. Logos, Ethos, and pathos are the three key elements. The word "logos" implies "logic, reason, and proof." Building trust is what ethos implies. Pathos, which is "emotion," comes last. And finally, when you put all three of these into action. Together, these three qualities will undoubtedly help you to be a successful negotiator.



The notion that states "You should not negotiate position-focused but interest-oriented" is then covered. He narrated an anecdote to emphasize this notion. The pumpkin was desired by three individuals, but there was only one pumpkin and it was not feasible to satisfy everyone's desire. The solution that was discovered was not based on a position but rather was centred on the requirements of the people, the shell was desired by one of them for a Halloween mask.

The other person required the meat since they wanted soup, whereas the third person only needs the seeds. Therefore, depending on the level of interest, a satisfactory solution may be found. so it is a win-win situation for all.



He educated us on the value of silence, which simply means to never rush first into the price. Be patient to demonstrate to the other person that you are not desperate. As a result, you negotiate successfully since there is a mathematical component to it that can only be understood if you have patience and understanding of the product or service being offered. Finally, he motivates us

to be skilled negotiators by using specific instances and explaining why it is essential in today's world.

FOLLOW-UP CLASS:

Dr. Vikas Kumar Tyagi asked us which negotiator we liked the most and why after showing us a video of toddlers negotiating with a man. This was an interesting task because everyone selected a different individual, each with a unique vision, and even those who selected the same person saw things differently. As a result of hearing from our peers, we were able to better understand the concept and discover how other individuals think.

Following the task, Dr. Vikas Kumar Tyagi gave the students another assignment in a group of five. This time, they were given a scenario: A company has invested in a machine that is more productive than humans, and the HR managers are asked to fire any three employees who are underperforming or unable to add value to the company. In this scenario, the students must explain why they are deserving of the position and superior to the machine and must ensure that they will be selected. As only two staff members can be chosen from a total of five. Additionally, each of them has only two minutes to explain their merit. The assignment appeared to be both incredibly interesting and challenging, yet everyone completed it successfully, and the two students were impressive.



The students appear completely cheerful after the session. After acquiring new knowledge and gaining an understanding of how the real world works, the students realised the importance of negotiating and committed to becoming skilled negotiators by regularly practising.

Learnings: The first lesson is to educate yourself about the product or service, to easily persuade other parties. A student may successfully negotiate with the other party if they are patient. Additionally, a student may work on and practise other skills including communication, observation, problem-solving, and active listening. So that A student could come up with a win-win solution and be a good negotiator.

Attendance: 104 students attended the expert talk, and 100 students took part in the subsequent class.

Result:

- Best Negotiator: Pratima (220211) and Vikram (220121)

ACTIVITY 5

LinkedIn

(1 November 2022, 2.30 PM – 4.30 PM)

D Block, Seminar Hall, Ground Floor

Speaker: Mr. Vikas Nain, AP, DMS

Skills Focused: “LinkedIn is a channel to increase, not a tool to replace your networking efforts; it is an excellent vehicle to facilitate facets of your marketing and business strategies.” Students are taught a variety of techniques for forming connections with experts and prosperous individuals in their field. Students also learn how to develop their personal brands by providing useful content. Students must understand the skill of using a platform like LinkedIn to achieve their goals. Students will be able to build the mindset according to the profile or profession they have always wanted by utilising LinkedIn.

Objective: Students should be encouraged to use LinkedIn in such a manner that they can learn, laugh, inspire and build networking. Indicate to students that participating actively on LinkedIn is the greatest way to advertise yourself without really advertising yourself. LinkedIn offers an opportunity for you to highlight your accomplishments and talents that are relevant to and engaging for your profile. Furthermore, how to interact with, learn from, and follow experts. Students must learn how they can utilize LinkedIn productively.

Expert Talk: Mr. Vikas Nain began the session by discussing movie heroes, which surprised everyone, but students later learned that he was explaining the concept of personal brand and personal branding. He taught students that their name is their personal brand and their work is recognised by their name, but in personal branding, you are recognised by your work. By doing so, he intends to inform and encourage students about the importance of developing our personal brand. He also assigned students the responsibility of adding themselves to Google which will aid students in a plethora of ways, such as when we add something on LinkedIn, it will instantly update on Google.



Furthermore, He explained the distinction between following and connecting with individuals as well as how connecting with people may help students discover employment and expand their networking. Furthermore, he informed students of numerous methods on how to utilise LinkedIn in the initial days, and he gave students a chart, such as on Monday and Friday, you should post an article, and in between, you should add a quotation and certificate, and so on.

He advised students that when we send a connection request to someone, we should include a paragraph explaining why we want to connect with that person. By doing so, our chances of our connection request being accepted would be boosted. He also points out several faults we should avoid while posting, such as not using more than three hashtags in a post, always mentioning the person's name who contributed the quotation, and not stating that you desperately need a job in any comment area, and so on.

FOLLOW-UP CLASS:

Mr. Vikas Nain followed the class by giving students an overview of LinkedIn and explaining through pictorial examples of renowned entrepreneurs' LinkedIn profiles, such as Elon Musk's, how to choose an acceptable and professional profile photo. In addition to that, he informed students what kind of cover page they might include in their profiles, such as motivating phrases or a photo of their university.

Furthermore, He instructed students that the profile title should be exact and straightforward. Essentially, it must represent their position. Students should briefly state their title, field of expertise, and any current interesting projects on which they are working. He emphasises that students should keep it brief and factual because it is not the CV. He advised students to simply showcase their exceptional capacity while interacting with others.



Mr. Vikas Nain gave students information concerning 1st, 2nd and 3rd that was written down when we were going through someone's profile. He advised students that if they want their LinkedIn profile to be noticed by employers, they must add the appropriate keywords to their profile. Because the usage of precise keywords informs the LinkedIn algorithm that the profile is relevant.

Finally, he suggested students get a premium LinkedIn account. A basic LinkedIn account is free however, a premium account provides additional services based on the demands. He continues by stating that there are two sorts of premium: one for job searchers, Premium carrier, and one for job givers, Premium business.

Learnings: The first lesson is to utilise LinkedIn appropriately and students should reach their objectives. A student may successfully build a personal brand and participate actively on LinkedIn. A student may also study the profiles of experts in their industry to construct their profile.

Attendance: 110 students attended the expert talk, and 106 students took part in the subsequent class.

ACTIVITY 5

Filmarobics

(29 November 2022, 2.30 PM – 4.30 PM)

D Block, Seminar Hall, Ground Floor

Speaker: Mr. Vikas Nain, AP, DMS

Skills Focused: “Filmarobics uses immersive movie experiences to provide students with a mental workout that improves their language abilities.” Students are taught emotional intelligence and, most importantly, leadership skills. Additionally, students learn how to connect to others via their emotions and enthusiasm for achieving their goals through consistent work and interpersonal cooperation. Students must understand how to tackle issues, work in a team, be intellectual, and be synchronized. Students will be able to cultivate the mentality required to handle a difficult situation with rationality and not with emotion.

Objective: In order to promote networking, students should use their emotions to recognise and cultivate empathy for others. Teach the students that a strong leader can change everything for the better. Students get the opportunity to become their best selves and learn more about themselves by watching the movie *Inside Out*. This movie also teaches students how to deal with challenging situations, accomplish their goals with little resources, and—most importantly—appreciate the worth of their team members and motivate them. Students need to understand how developing their emotional intelligence may make them better leaders.

Expert Talk: Mr. Vikas Nain began the session by informing students that we would be seeing the film *INSIDE OUT*. The movie session starts, and the students appear to be delighted. Riley's emotions (joy, sadness, disgust, fear, and anger) are the focus of the film. Her behavior and memories are a result of these emotions. Depending on the emotion associated with the memory, each emotion emits a distinct color. Riley's personality islands are powered by his most significant memories, which are his core memories.

Riley's birth was the beginning of the story, and the first and most significant feeling she incited was joy. After 30 seconds, sadness entered the scene. Additionally, as Riley matures, new emotions enter the scene. And her life was going beautifully until her parents decided to start over in San Francisco.



Riley's thinking undergoes a metamorphosis as she struggles to adjust to a new reality at her new school. Her mind's emotional headquarters are forced to work overtime to make her comfortable and optimistic in her new environment. In this struggle, joy, sadness, and core memories are sucked up the tube.

Joy and Sadness have arrived at Long Term Memory, where they see Riley's former imaginary friend Bing Bong, who helps them return to headquarters. They encounter numerous obstacles on their path, and no matter how hard they try, they only seem to get into deeper problems. Whereas at Headquarters, fear, anger, and disgust struggle to function without joy. As a result, Anger takes over and executes the plan to run.



Joy and Bing Bong fall into a memory dump, and their joy discovers a sad core memory and realises the significance of sadness. Joy and Bing Bong are now attempting to escape the memory dump. In Headquarters, the emotions realise that escaping is a bad idea, but they are unable to remove the idea bulb, and the console begins to shut down and become inactive.

Joy builds a ladder of imaginary boyfriends and bounces off a trampoline. She grabs Sadness and hits the window of Headquarters, and the remaining emotions let joy and sadness in. Joy hands over the console to Sadness and lets her handle the situation. Now, Riley cries and says she misses Minnesota as her parents give her a tight embrace. Sadness has finally found a place to work alongside her fellow emotions, and now core memories are a mix of emotions.

FOLLOW-UP CLASS:

Following the lesson, Mr. Vikas Nain gave the students a synopsis of the film and some information about its background, facts and awards. After that, he asked the students what they had taken away from the film. Although many students responded, each one of them had a unique perspective. Some students believe that we cannot have joy without sadness, while others believe that change is beneficial. so forth. After listening to the students, Mr. Vikas Nain expressed his appreciation and shared some additional information that all students should remember.

He encourages students to find happiness in every situation because doing so will give them the strength to deal with it. Talking about your feelings will help you become more self-assured. Facing your fears will make things easier.

The most important lesson Mr. Vikas Nain teaches students is that while everyone wants to be a leader, very few of us actually are because everyone just rules others rather than connecting and encouraging one another. He also gives students the advice to never make decisions when they are angry because they always ruin things instead of fixing them. He continued by saying that when you are in trouble take decisions rationally instead of like Riley and have a crystal clear focus on your goals as joy and sadness have.



Learnings: The first lesson is to be aware of your feelings and to know how to respond to various circumstances. A student might be aware of how crucial emotions are. A student can develop leadership skills and learn to make decisions logically.

Attendance: 94 students attended the expert talk, and 110 students took part in the subsequent class.

ACTIVITY 6

Workshop on Case Method

(26 November 2022, 10:00 AM – 3:00 PM)

D Block, Seminar Hall, Ground Floor

Speaker: Dr. Vikas Kumar Tyagi, AP, DMS

Skills Focused:

This workshop was organised by The Finishing School, DMS, PIET with the goals of increasing awareness about the value of the Case Method in learning, particularly management learning; establishing and propagating practise standards for the development and use of cases in management education; and spreading awareness about these goals.



Objective:

During this workshop, the importance of the case method in the educational process was underlined. It was designed for anyone who is interested

in employing case studies as a method of instruction, as well as anyone who is interested in the research and development of teaching or research cases of this kind.

WORKSHOP OUTLINE

In the first half of the workshop, the participants learnt the theory behind generating a good case study as well as the guiding principles of writing case studies. The goal of this portion of the workshop was to enable the development of writing case studies. During the workshop, the Case approach was presented, and topics such as the skills necessary for case writing, the structures of cases, the dos and don'ts of writing cases, and the benefits of writing cases were explored.



The second half of the workshop was dedicated to drafting case studies and having discussions about them in the classroom through hands-on practise. The fundamentals of effectively leading a conversation in case study analysis were investigated during the session. It presented challenges that the majority of people have most likely never had the chance to face in their own lives. The class was given the opportunity to participate with their classmates in order to get experience in presenting their thoughts to other people via the use of the cases that were offered in the class.



Learnings:

The first thing you need to learn is to be conscious of your emotions and to have a plan for how to react to different situations. It's possible that a student understands how significant emotions are. Students have the opportunity to gain leadership abilities as well as how to make judgements in a reasonable manner.



Attendance:

A total of 30 students and 15 teachers from both Department of Management Studies and Business Studies attended the workshop.

ACTIVITY 7

Workshop on Resume Writing

(December 20, 2022 and December 27, 2022)

Room No. 103, Ground Floor, D Block

Speaker: Dr. Vikas Kumar Tyagi, AP, DMS

Skills Focused:

Focus was placed on understanding individual abilities, writing concisely, and presenting oneself formally and professionally in written form.

Objective:

The student will have an understanding of the Importance of a Resume. The learner will be able to comprehend online and offline resume creation. The learner will be capable of creating his or her own resume and cover letter.

Workshop Outline:

On the first day, the expert covered the relevance



interactive session.

This workshop emphasised not just how a resume should seem, but also how it should read. It guides you step-by-step through the building of the most typical resume sections on the modern job market. In addition to assisting students in determining what information should be included, this article explains what mistakes to avoid when developing this effective job-



of resume writing, the distinction between a resume and a curriculum vitae, and the essential elements of producing a successful resume. He also discussed the various dos and don'ts of resume construction. On the second day, the expert offered a demonstration of online resume creation to help students clarify their questions, and at the end of the day, the expert handed out an assignment. It was an extremely

searching tool. Since companies rely so largely on resumes, it is essential to have one that is well-written and presents itself professionally. The majority of job vacancies are quite competitive, thus candidates who are able to present themselves in the best possible light have an advantage. In most situations, a candidate will not be hired solely on the basis of their CV, but it will be crucial in securing an interview.

Learnings:

Students learned about the many components and functions of a resume. Determine their individual strengths. Learned about resume rules and how they affect resume construction. Learned about the various sorts of resumes and identify the one best suitable for developing their own resume. Also learned to create a cover letter and completed their résumé, a comprehensive résumé highlighting their talents, experience, and education upon successful completion of the course.



Attendance:

A total of 80 students from Department of Management Studies attended the workshop.