

10<sup>th</sup> March, 2017

To,

All the HODs,

Gujarat University.

**Subject: Invitation to attend the Inaugural Ceremony of a Training series " Campus to Corporate-  
On Campus Training"**

Greetings From Gujarat University Placement Cell !!

GUPC is starting a Training & Development program series for the Final Year students of various departments of Gujarat University Between March 14<sup>th</sup> to March 31<sup>st</sup>, 2017.

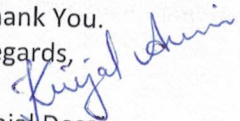
The Program is Named as "**Campus to Corporate- On Campus Training**"

The Innaugration ceremony is arranged on 14<sup>th</sup> March, 2017 at 9:15 am at the seminar hall of department of Zoology. I cordially invite all the Head of departments to attend the Inaugural Ceremony and grace the occasion with their presence.

Detailed planning of the Departmentwise schedule will be given to each department separately with coordination with the department.

Thank You.

Regards,

  
Kinjal Desai

Placement Officer I/C

Gujarat University

Attachment: 1. Session Objective 2. Session Outline

**Session Objective:** The 1-day “Campus to Corporate- On Campus Training” program aims to enable the participants to become better individuals by

1. Unlocking their potential as Individuals
2. Understanding the expectations of the world has from them
3. Enhancing their skills to manage their critical stakeholders
  - Self
  - Interviewing Panel
  - Corporate World
4. Through post workshop activities, enable participant commitment to their individual development
5. Training program has been designed with an objective of empowering individuals with tools for improving their personal excellence, leading to improved professional effectiveness.

This program will give required confidence to the students to face the interviews and will make them more employable.

**Session Outline:**

Time	Activity Details	Facilitator	Method
9:00 am – 9:15 am	Registration by Students	—	Attendance Sheet
9:15 am – 9:30 am	Inauguration & Lamp Lighting		
9:30 – 9:45 am	Clarity of Purpose – Why are we here Expectation Setting for the program	VC, Registrar, Chief Guest, Placement Officer, HOD	• Sr. Leader Communication Icebreaker
9:45 am – 11:00 am	Create a Positive Impression - How to create a Positive First Time Impression with any one. - Attributes needed in corporate world	Trainer	• • Inventory • Reflection Video
11:00 am – 11:15 am	Break		
11:15 am : 12:30 pm	Jump Start your Career - UNDERSTANDING COMMUNICATION	Trainer	• Presentation • Video • Group Activity

	<ul style="list-style-type: none"> <li>- READING, LISTENING AND GATHERING INFORMATION –</li> <li>- GOOD BUSINESS COMMUNICATION</li> </ul>		
12:30 – 13:15 pm	Lunch		
13:15 – 15:30 pm	<b>Building a Perfect Image</b> <ul style="list-style-type: none"> <li>- Understand the connection between behavior &amp; image.</li> <li>- The four components of Image               <ul style="list-style-type: none"> <li>a. Grooming</li> <li>b. Tonality</li> <li>c. Behavior</li> <li>d. Speaking Confidently</li> </ul> </li> </ul>	Trainer	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>• <b>Presentation</b></li> <li><b>Video</b></li> <li><b>Role Plays</b></li> <li><b>Activity</b></li> </ul>
15:30 pm – 15:45 pm	Break		
15:45 – 17:45 pm	<ul style="list-style-type: none"> <li>- Resume Writing &amp; Interviewing Skills</li> <li>- Key Essentials in Resume</li> <li>- Resume v/s Bio data v/s CV</li> <li>- STAR Technique of Interviewing</li> <li>- Group Discussions</li> </ul>	Trainer	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>• <b>Presentation</b></li> <li><b>Video</b></li> <li><b>Role Plays</b></li> <li><b>Activity</b></li> </ul>
17:45 pm – 18:00 pm	<b>Session Wrap</b> Session Close		