

Charutar Vidyamandal's

S. M. PATEL COLLEGE OF HOME SCIENCE

NAAC Accredited

College with Potential for Excellence(CPE-II) - [Affiliated to Sardar Patel University]



AN EMPLOYABILITY ENHANCEMENT INITIATIVE
OF
EDUCATION DEPARTMENT
GOVERNMENT OF GUJARAT

FINISHING SCHOOL

Going
ONline

**SET
A**



Priti Zaveri

International Life Skills Trainer



For More Information

What's App: 9227121112

S. M. Patel College of Home Science

SET A - Life & Employability Skills Day Wise Schedule Batch 1

Session	Date	Day	Time	No. of Hours	Topic (Session Wise)
1	28.04.2021	Wednesday	11:00 pm to 1:00 pm	2	Self Awareness- SWOT
2	29.04.2021	Thursday	11:00 pm to 1:00 pm	2	Self Esteem & Self Confidence
3	29.04.2021		02:30 pm to 4:30 pm	2	Life & Professional Goal Setting
4	30.04.2021	Friday	09:00 am to 11:00 am	2	Grooming, Personal Hygiene and Body language (Office Etiquette)
5	30.04.2021		02:00 pm to 4:00 pm	2	Resume Writing and Cover Letter
6	01.05.2021	Saturday	09:00 am to 11:00 am	2	Job Search & Career options
7	01.05.2021		02:00 pm to 4:00 pm	2	Group discussions
8	02.05.2021	Sunday	09:00 am to 11:00 am	2	Interview Skills
9	03.05.2021	Monday	09:00 am to 11:00 am	2	Interview Skills & Empathy
10	03.05.2021		02:00 pm to 4:00 pm	2	Interpersonal Skills
Total				20	

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SET A - Life & Employability Skills Day Wise Schedule

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“Take up one idea. Make that one idea your life, dream of it, think of it, live on that idea. Let the brain, the body, muscles, nerves, every part of your body be full of that idea, and just leave every other idea alone. This is the way to success, and this is the way great spiritual giants are produced.” ~ **Swami Vivekananda**



सत्यमेव जयते

LAUNCH

Finishing School 2020-21

Online Training

Education Department,
Government of Gujarat

9th November 2020 | Time 4.30 p.m. onwards



Smt. Anju Sharma, IAS
Principal Secretary,
Higher and Technical
Education



Shri M. Nagarajan, IAS
Director, Higher
Education &
CEO, KCG



Dr. Nandini Kannan
Consultant,
Finishing School



Prof. A.U. Patel
Advisor, KCG



Dr. Mahesh Patel
OSD, Finishing School

In Presence of...
Principals, Coordinators, Trainers and Students....

Join us live on : **LIVE**
<https://www.facebook.com/kcguj/>
<https://www.facebook.com/finishing-school/>



Finishing School

**FINISHING
SCHOOL,** Going **ONline**

FINISHING SCHOOL

Going

ONline



CORE ACADEMIC
COMPETENCIES



**Functional
English Skills**

PERSONAL & SOCIAL
CAPABILITIES



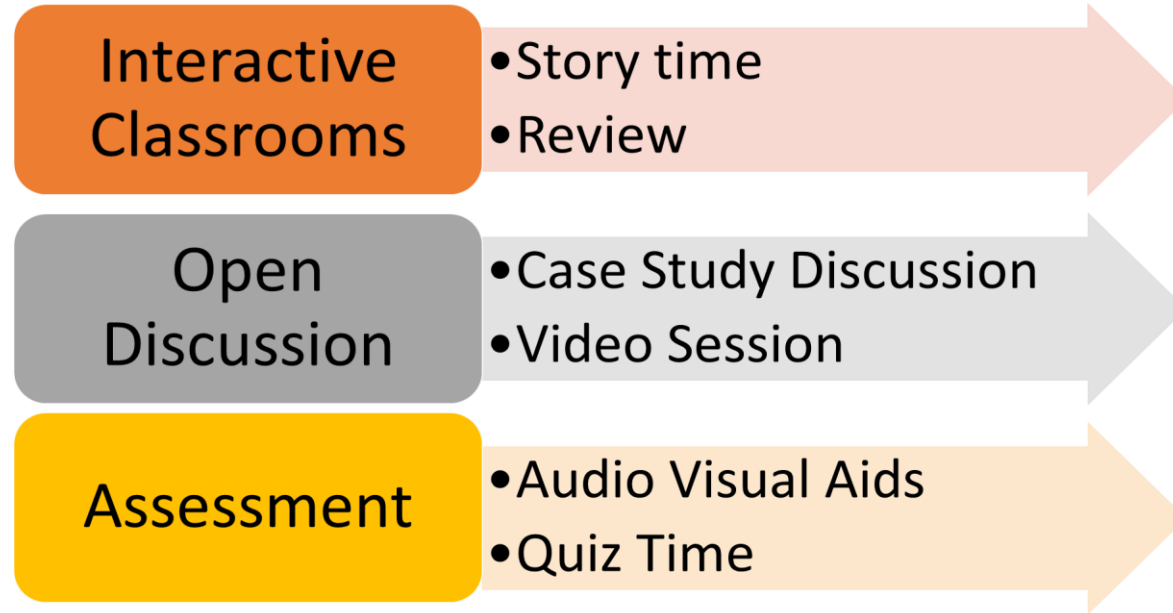
Life Skills

CAREER KNOWLEDGE
& TRANSITION SKILLS



**Employability
Skills**

What makes Finishing School Unique?



Interaction With Students

Review



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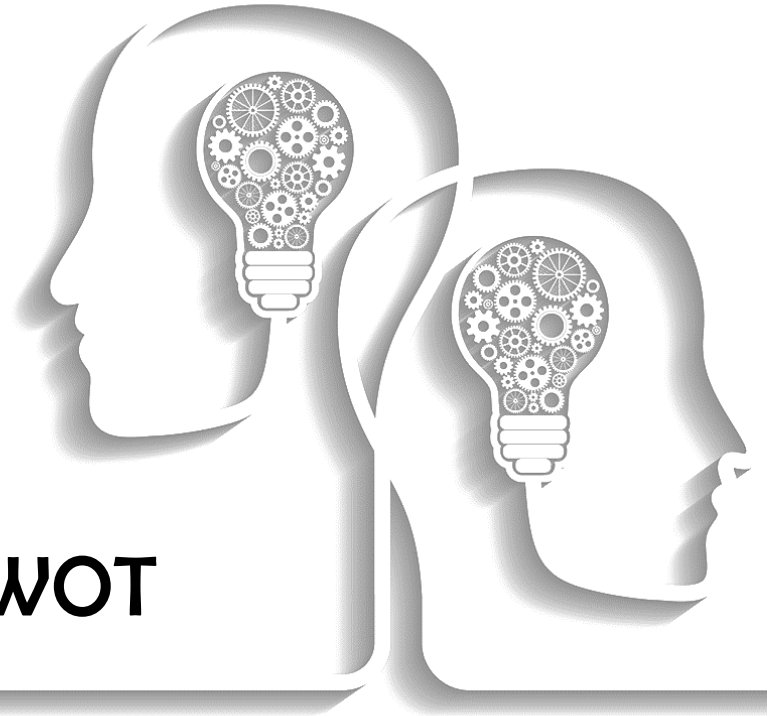
For More Information

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A

Self Awareness- SWOT





Strengths	Weaknesses
Opportunities	Threats

Char ka Dum



ACTIVITY

IN CASE YOU
MISSED IT



STORY
TIME!

Tips



Self Awareness- SWOT



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SET
A Day²



Self Esteem & Self Confidence



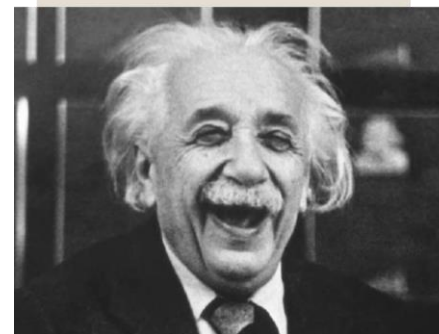
Self Esteem Test



आत्म-विश्वास
कैसे बढ़ाएं?

Char ka Dum

Albert Einstein



STORY
TIME!

Tips

IN CASE YOU
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SET
A

Day2



Self Esteem & Self Confidence



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SET
A **Day3**



Life & Professional Goal Setting

SET A Day 3



Life & Professional Goal Setting

Char ka Dum



Tips



IN CASE YOU MISSED IT

STORY TIME!

- S** • Specific (Clear, Concise, Tangible)
- M** • Measurable (Dollars, Volume, Time, Experiences)
- A** • Actionable (You can actually make this happen)
- R** • Realistic (50% Realistic is fine)
- T** • Times (Deadlines announced, Committed to)



Long Term Goals:
10-year, 5-year and 1-year goals

Short Term Goals:
goals for the next 9 months, 6 months and 3 months

Immediate Goals:
1-30 days from now

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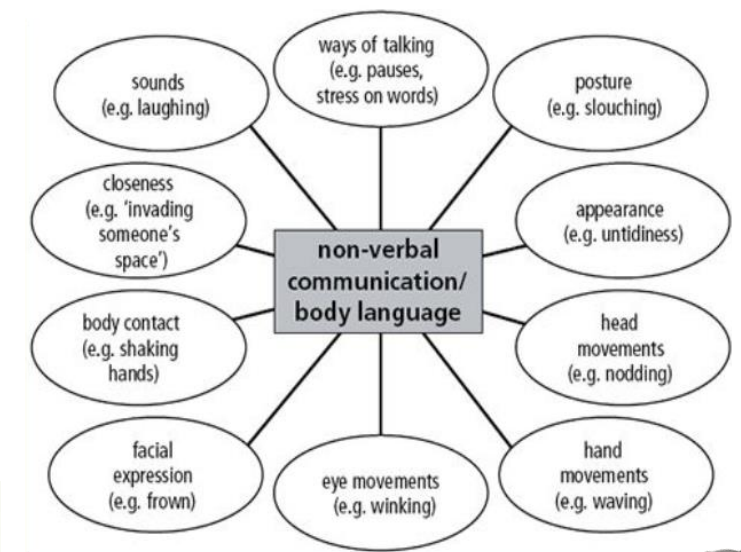


SET
A Day⁴

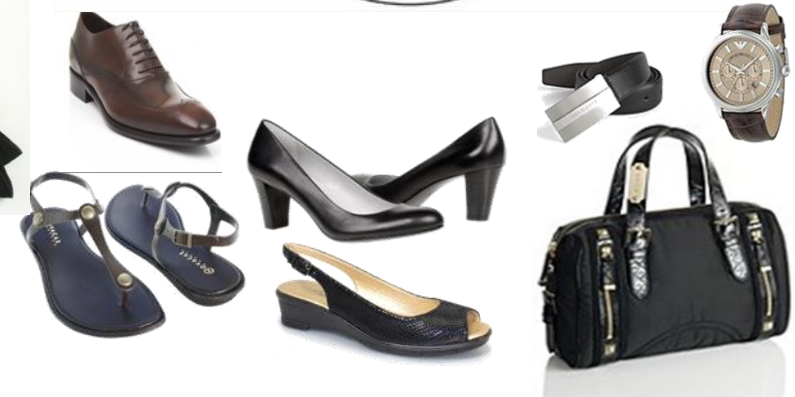


**Grooming, Personal Hygiene and
Body language (Office Etiquette)**

IN CASE YOU MISSED IT



Creating a lasting Impression



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SET
A Day **5**



Resume Writing and Cover Letter

IN CASE YOU MISSED IT



SET A Day 5



Resume Writing and Cover Letter



RESUME WRITING

TITLE **POSITION** **COMPANY** **LOCATION** **DATE**

EDUCATION

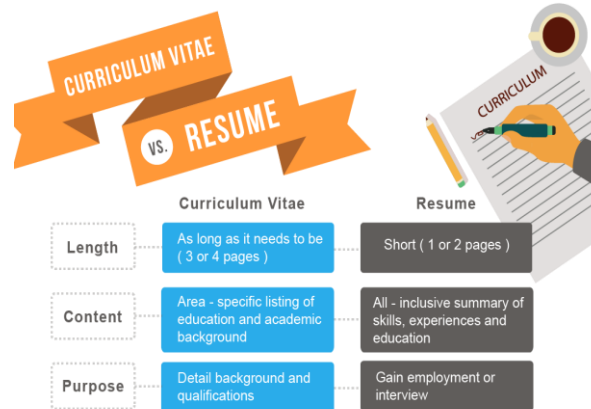
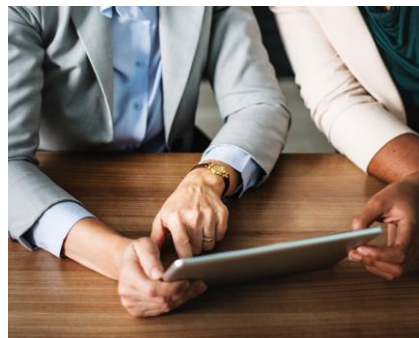
EXPERIENCE

SKILLS

LANGUAGES

CONTACTS

REFERENCES



HOW TO WRITE A COVER LETTER



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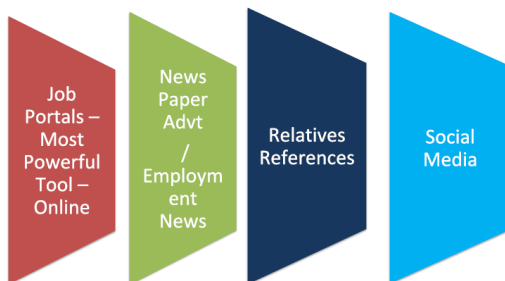
SET
A Day **6**



Job Search & Career Options



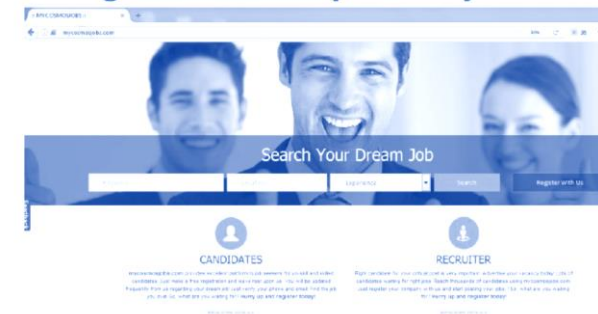
How to search Job ?



SET A Day 6



Step – 1
Log On : www.mycosmosjobs.com



Step-2
Register with us.



CANDIDATES

mycosmosjobs.com provides excellent platform to job seekers for un-skill and skilled candidates. Just make a free registration and leave rest upon us. You will be updated frequently from us regarding your dream job! Just verify your phone and email. Find the job you love! So, what are you waiting for? Hurry up and register today!

REGISTER WITH US

IN CASE YOU MISSED IT

Few Online Platform



Step – 4
Search your dream job.



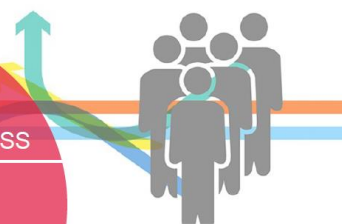
PASSION TO PROFESSION

How to find Right Career



CAREER
JOB OR BUSINESS

HOBBY
PASSION
PROBLEM
PROFITABLE
PROFESSION



Step – 3 Ref: Finishing School

Log In Detail

Email *

Create Password *

Confirm Password *

Candidate Basic Details

First Name *

Last Name *

Gender * ☒ Male ☐ Female

MobNo. No. *

Date Of Birth *

Reference

Qualification Detail

Degree Name *

University/College *

Passing Year *

Resume

Upload Your Resume Create/Build Your Resume

KARE

I have read and understood and agree to the Terms and Conditions of mycosmosjobs.com. ☐

Create

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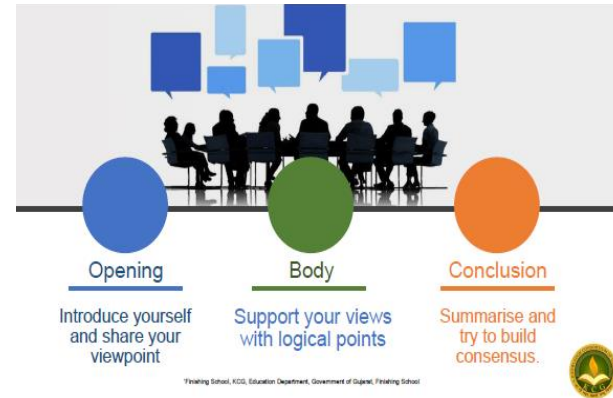


Group Discussion

SET
A Day 7



IN CASE YOU MISSED IT



GD Topics: Check 100+ Latest 2020 Group Discussion Topics Solved

- ✓ National Education Policy (NEP)
- ✓ Lock Down
- ✓ Work from Home
- ✓ COVID 19 Impact
- ✓ Gig Economy
- ✓ Global Recession
- ✓ Chinese App Ban



Content	Communication skills	Group behavior	Interpersonal Skills
Knowledge	Verbal : Language clarity	Team Building	Leadership
Reading	aptitude	Team Management	Assertiveness
Relevance	Listening skills	Group Dynamics	Time Management
Originality	Speaking skills	Conflict resolution	Decision Making
Creativity	Non- Verbal : Posture	Rapport	Problem Solving
Awareness	Eye Contact	Initiative	investigative ability
Judgment	Body Language		Emotional Intelligence
	Gestures		
	Facial Expressions		

SET
A
Day 7



Group Discussion

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A Day **8**



Interview Skills

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A Day 8



PURPOSE OF AN INTERVIEW

The Interviewer (Employer)	The Interviewee (Candidate)
Does the candidate have the ability to answer the questions (confidence)?	Does this job match my skills and areas of interest?
Does the candidate have the skills for the particular job?	Will it provide me opportunities for growth?
Will the candidate fit in the job role?	Will it be a value add on my resume?

INTERVIEWS



Interview Skills

TOP 10 INTERVIEWING TIPS

ONE

Research the opportunity before your visit.

TWO

Prepare a list of questions you want to ask.

THREE

Dress professionally and be neat and well-groomed.

FOUR

Arrive a few minutes early.

FIVE

Take a few copies of your CV, a note pad, and pen.

SIX

Maintain eye contact and show interest in everyone involved in the interview.

SEVEN

Never discuss money in the first interview.

EIGHT

Do not have more than one alcoholic drink at any meal or event with a potential employer.

NINE

Show equal respect to all you meet.

TEN

Follow up with a thank you note to each interviewer.

Pre-Interview

- Become familiar with the company and person you're interviewing with. This will ensure there is no lull in the conversation.
- Have multiple copies of your resume and organize any other materials you are taking with you.
- Turn your cell phone OFF. Putting it on vibrate is not good enough.
- Do not be late! Give yourself and extra 20 minutes and be conscious of potential traffic.

The Interview

- **FIRST IMPRESSION:** Walk, talk and look the part. Be Confident, not cocky. Maintain eye contact, present a strong handshake, and smile!
- **ONE MINUTE PITCH:** Prepare for the question: "Tell me about yourself" by planning out your focus and emphasizing relevant skills that you have early in the interview.
- **AVOID NEGATIVE STATEMENTS:** Even if you are asked a somewhat negative question, always portray yourself in a positive light, and never talk bad about a former boss.
- **YOUR SKILLS:** Focus on skills you can implement immediately. Employers want to hear how you could hit the ground running and contribute to their company immediately.
- **TELL YOUR STORY:** Support your claim of being the best candidate by providing examples of situations where you developed, enhanced, or used specific relevant skills.
- **MONEY:** Wait until the end or at least half way through the interview to ask about the job's financial particulars.

Post-Interview

- Always send a thank you note after your interview. The format of the note may depend on the type of company you interview with, but handwritten is always best.
- Do not tweet! No matter how badly you may want to update your social media status, do not share the details of your interview on the internet. Your interviewer may be checking up on you online.

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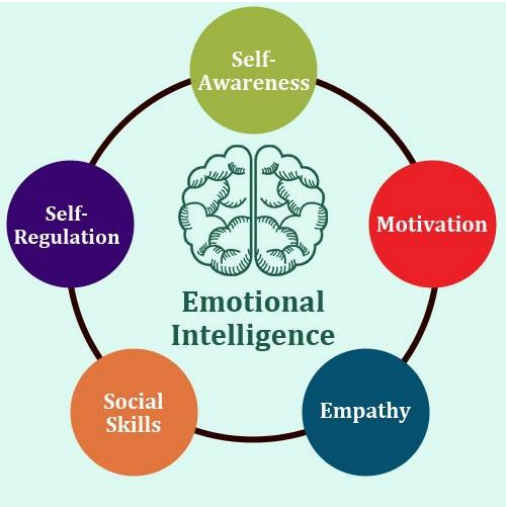
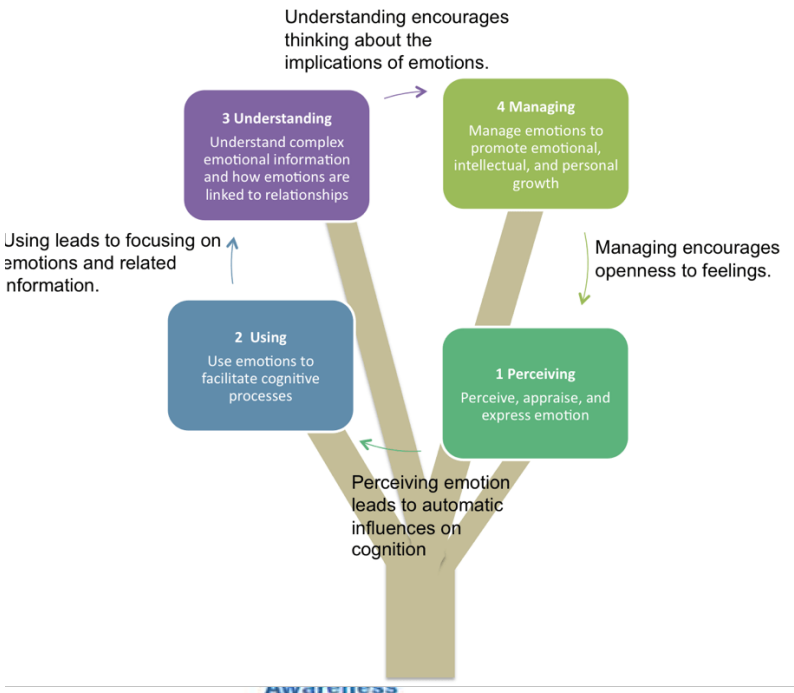
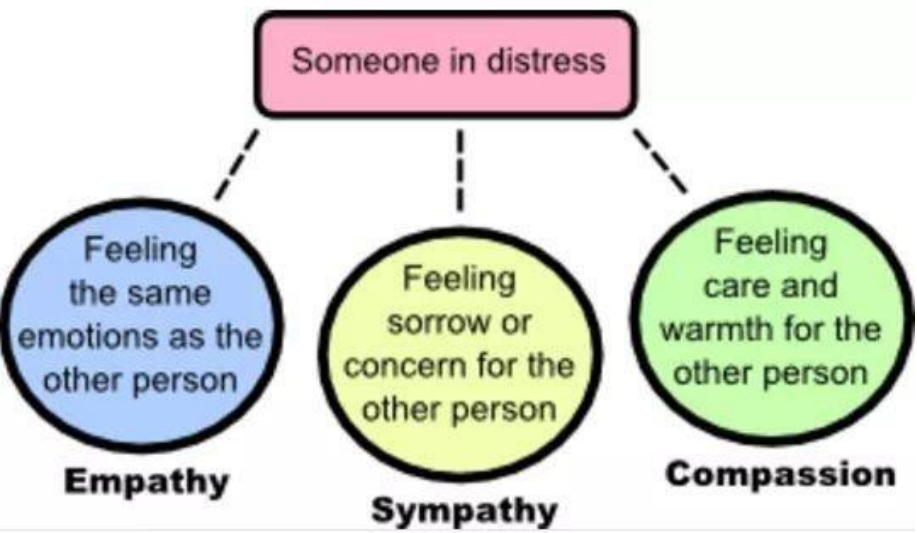


SET
A Day **9**



Emotional Intelligence & Empathy

IN CASE YOU MISSED IT



SET
A Day 9



Emotional Intelligence & Empathy

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SET
A Day 10



Interpersonal Skills

IN CASE YOU MISSED IT



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A Day 10



Interpersonal Skills

Communication skills and tips

Listening skills

There is no way to be a good communicator without listening!

But what is important is to listen carefully, with attention.



Use body language

The signs and signals of your body always send messages to your partner.



Be confident

If you are introvert and unsure, there are many tips and techniques that are helpful to learn.

When you are confident, it is easy for other people to trust you and to rely on



Be clear and concise

Do not use long sentences that are difficult to understand!

Stick to the main points.



Be positive and patient

The positive attitude has a huge power for successful relationships in business.

Remember that it is always a pleasure to speak with positive people.



Be respectful

People love to see that someone respect their efforts, opinions and abilities.

Remember to speak politely to everyone.

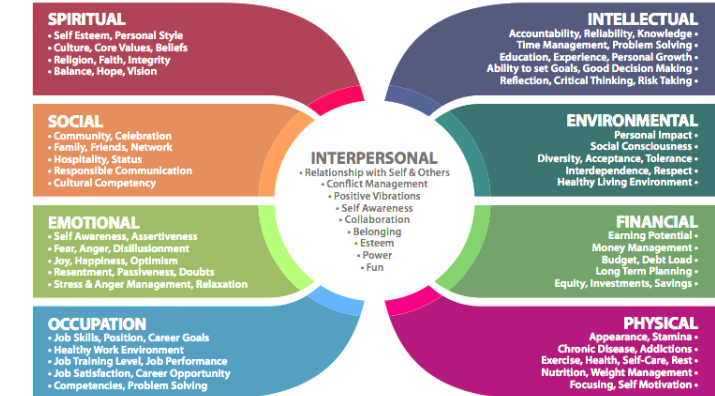


Feedback

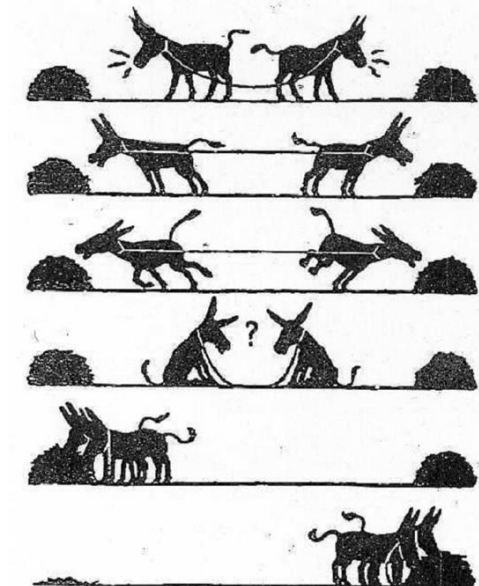
Giving feedback show that you are not just a passive listener.



Interpersonal Wellness System Model



NEGOTIATION



interACTIVE

A C T I V I T I E S





◎ Your Resources

- Time
- Space
- Money

STORY
TIME!



Strengths	Weaknesses
<p>Hard Working Adaptability Ready to learn new things Truthful</p>	<p>Procrastination Short temper Self Doubt</p>
Opportunities	Threats





Self Awareness **by Shireen Naqvi**



Case Study for Interpersonal Skills

Vishal, Rajesh and Shikhar are three friends who are always together and have very good understanding between them. They have been together since school and their friendship only flourished in the adulthood.

Once a tiff between Rajesh and Shikhar took a larger form and resulted in big fight. Rajesh told Shikhar something that made Shikhar break his friendship with Rajesh and they never talked again. Vishal stayed neutral, tried a lot to resolve the conflict, but could not succeed. She maintained his friendship with both separately.

Once Shikhar met with an accident and was admitted to hospital. His family was not in town, so Vishal received a call from hospital. He could not leave from office due to urgent meeting, so he called Rajesh for help.

Without a moment's thought, Rajesh reached the hospital, stayed with Shikhar through the treatment and sat with him in hospital room. Vishal reached as soon as he got free from the office, and Rajesh took a leave.

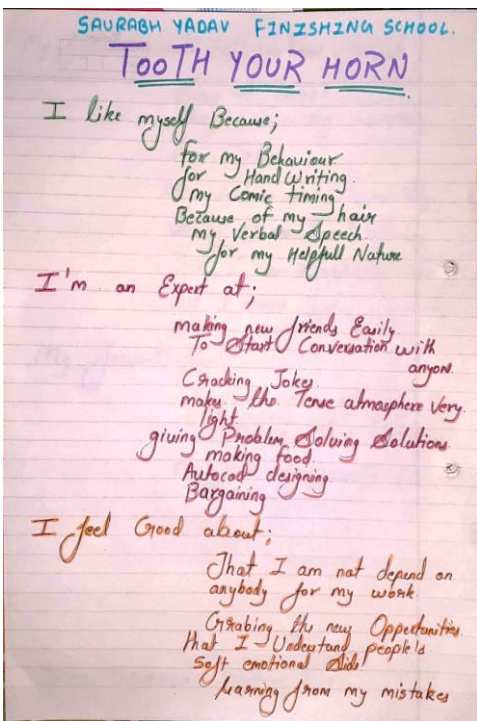
Vishal was thinking that now the friendship among all 3 of them will be like before. However, as soon as Rajesh left, Shikhar said, "Rajesh came just to pretend that he is a good person. Such a fake friend!"

Vishal got out of the room and called Rajesh to tell him what Shikhar just told him. According to you, who is at fault? What could have been done differently? How each person is right or wrong through their perspective? What would you do in the place of any of these three friends? Can you use emotional bank account for the same?



Home

Assignments



YASHVI HINDOCHA

11, Keshavbaugh, Nandanvan
Vallabh Vidyanagar, 388120.

+91 9725995184

yashvihindoch007@gmail.com

OBJECTIVE

I am a goal-oriented person with well-developed communication skills. I am hard working by nature and a impeccable team player. I am also, very responsible person, with the abilities to multitask.

YASHVI HINDOCHA

EDUCATION

S.M Patel College of Home Science, Vidyanagar, Anand
• Sem IV GPA – 7.92
GLS Institute of Business Administration
(One year drop out)

WORKSHOPS

- 3 day-Entrepreneur workshop
- Soft Skill workshop
- ADROIT'S, National Tech Fest on Food Processing Technology

CERTIFIED COURSE

- Data Entry Operator (Curriculum as approved by Gujarat Government)
- Training in Manufacturing (Level 2) & COVID- Food Safety Supervisor (a FoSTac program)

SKILLS

- Interpersonal
- Leadership
- Active listening
- Problem solving

PERSONAL DETAIL

- Fluent in Hindi, Gujarati, English
- Hands on knowledge MS Office

REFERENCES

Vijaya Agarwal (agarwalvijaya06@gmail.com)



Rachi Sukhadia



Shillong City



Favourite place



Event management



Indian currency



Human being



Black car



My home

SWOT Analysis

Strength	Weakness
1) Hardworking & creative thinking 2) physical activity 3) Sports & gymnastics (physical exercise) 4) trustworthy & honest 5) imaginative	1) Emotional person 2) consistency 3) some time feel nervousness 4) worrying about career
Opportunity	Threats
1) As soon as clear the competitive exam 2) active social worker 3) Be a responsible house member	1) A different type of therets but face it.



Strengths	Weaknesses
Hard Working Adaptability Ready to learn new things Truthful	Procrastination Short temper Self Doubt
Opportunities	Threats



interACTIVE

ACTIVITIES

FINISHING
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QUIZ TIME!



Interaction With Students

- ✓ Daily Online Quiz
- ✓ Assessment Test

- ✓ GD Online Practice
- ✓ Online Mock interview



Trainer's Over all Experience Conducting Online Session

Finishing School Trainings Going Online was a big challenge in many ways not only from my own self , Students And Coordinators too. Talking about all in Specific is as follows:

- **Experience with Students** : Initially Ice breaking on the day 1 was not the challenge at all , making them speak or keeping them involved till the end and Teaching them was so enjoyable & full of interaction as one of the strategy which proved to be more beneficial in creating the current of learning in the group.
- **Experience with Coordinators** : Going with the current Trend and Scenario I found Coordinators and Teachers were very supportive and Encouraging to the students for more active participation. Regular communication with Trainers and surprise checking during the training was quite encouraging for trainer and students as well.
- **Self performance** : Creating An impact as trainer online is the biggest challenge and matter of concern for the trainer. Well I found that the students were so much ready to learn new things that as trainer I was felt so blessed for receiving such a Energetic, & Enthusiastic Class. Gradually we could easily built rapport and share their views and even clarify their doubts too. Especially, Group Discussion and Interview Skills Session broke the barriers completely and interpersonal skills session actually made the Trainer Student Relationship bond So strong that spontaneously they were and Assignment Submissions and each team members along with leaders prepared the documents and submitted in given time were prepared for final submissions. As trainer I found this was the true impact created which was as good as physical training.
- **One Special Comment for readiness of students who are struggling with net connectivity yet open to new learning. Over all very Satisfactory Results achieved in Online Training.**



Priti Zaveri
International Life Skills Trainer



Zealous, energetic and approachable, Priti calls herself a lifelong learner who believes that 'Life doesn't become meaningful until you give meaning to it.' In order to give meaning to life, she decided to work with Adolescents & Youth.

In her career spanning 23 years, she has been a certified trainer and an avid education counselor. In her current role, she is a partner for Swayam- The Power Within You, Training (Physical & Online) and Psycho - Spiritual Counselling Hub. She caters to the various clients across PAN INDIA, USA & DUBAI.

Being a certified International Trainer for Life Skills, Priti specializes in conducting a wide range of Life Skills & Behavior Modification Programs aimed at inspiring and empowering the participants towards achieving success in their lives. Her programs tap on the ability, experience, knowledge, skills and attitudes of people. As a facilitator, her unique talent is in helping people learn through real life examples in a very simple way. She conducts programs for professionals, youth, teachers and parents too.

Priti holds a Post Graduate Diploma in Guidance & Counseling, in Psychology from The M. S. University Baroda. She has been certified Child Psychologist from Penn Foster University, USA. She has undertaken a research on Preventing Bullying & Dealing with Negative Peer Pressure in Indian context.

