

ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University || AICTE Approved Electronic City, Bengaluru - 100

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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

world youth skills day

15th July, 2022

10:00 AM - 12:00 PM

10:00 AM - 12:00 PM

10:00 AM - 12:00 PM

10:00 AM - 12:00 PM

10:00 AM - 12:00 PM



VENUE: ONLINE WEBINAR



IWN C2C Cohort I Session:

Resume writing Personal interview/, group discussion

World Youth Skills Day

Title	World Youth Skills day
Date of Event(s)	15 th July 2022
Department / Association	Department of Computer Applications in association with CII-IWN Karnataka
Venue	-Online Webinar
Number of Participants	169
Target Audience	158
Resource Person(s) with qualification	Prof. Jagdish Khatri, 67, BE(Mech), MBA, Ph.D.: Ex-Director-Business Management and Chairholder-UNESCO Network Chair at Mandsaur University; Ex-Director-Sanskaar College of Management, Allahabad
Books (if published)	NA

The Department of Computer Application of St. Francis de Sales College in collaboration with CII-IWN Karnataka as part of Campus connect had a session on Resume writing Personal interview , group discussion on world youth skill day, to help students to enhance their skills in writing resume personal interview and Group discussion.

About resource Person:

The first speaker of the day, Prof. Jagdish Khatri, 67, BE(Mech), MBA, Ph.D.; Ex-Director-Business Management and Chairholder-UNESCO Network Chair at Mandsaur University; Ex-Director-Sanskaar College of Management, Allahabad is a technocrat-turned Management thinker with over 45 years of experience at senior positions in Corporate & Academic circles. A renowned Management Faculty, Trainer & Motivator at national & international levels, he has been recognized as a Global Goodwill

Ambassador for his lifelong motivational education. He has the distinction of being President, Allahabad Management Association, and also Member of AIMA Council. He has also conducted training sessions for over 45,000 man-hours at industries & institutions. He is a regular Visiting Professor, Trainer and Speaker at Lomonosov Moscow State University, Moscow. As a rare mark of respect to any teacher, 'Jagdish Khatri's Students Forum' was established in his honor by his devoted students at Allahabad in 2006. He is a regular Trainer with The Knowledge Academy, UK. Appointed Authorised Representative of Imperial English-UK.

Key takeaways of the session are as follows:

- The CV, the interview, and the group discussion constitute three major steps towards employment. Written communication skills need to be applied to prepare résumés; and oral and non-verbal skills are required to attend interviews and to participate in group discussions.
- A résumé is a self-introduction that highlights an applicant's strengths and experiences. It summarizes the applicant's education, abilities, experience, accomplishments, and personal details for the employer's consideration in an impressive, easy-to-read format. Its structure can vary to suit the professional status and experience of individual candidates, though the common elements of all CVs are generally as follows: personal details, education, work experience, references, and job objective/summary.
- The CV is attached to an application letter/cover letter, which acts as a preface for the CV. The letter generally ends by asking for an interview opportunity.
- A job interview is essentially a face-to-face communication situation requiring the use of good oral and non-verbal skills.
- Applicants need to prepare thoroughly before an interview to: (a) know themselves better, (b) know about the company, and (c) understand the job profile. The secret of success in interviews often lies in the applicant's ability to create a positive first impression by dressing and behaving professionally.
- A group discussion primarily evaluates participants' ability to interact in a group that is discussing a given topic. An individual's behaviour in a group means much for his or her success as a manager. The evaluators assess the following traits of GD participants: initiative, group dynamics, analytical ability, ability to think on their feet, communication skills, attitude, and personality. The Session ended with question answers, sir had patiently cleared all the queries.



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St. Francis de Sales College
Electronics City Post, Bangalore - 560 100

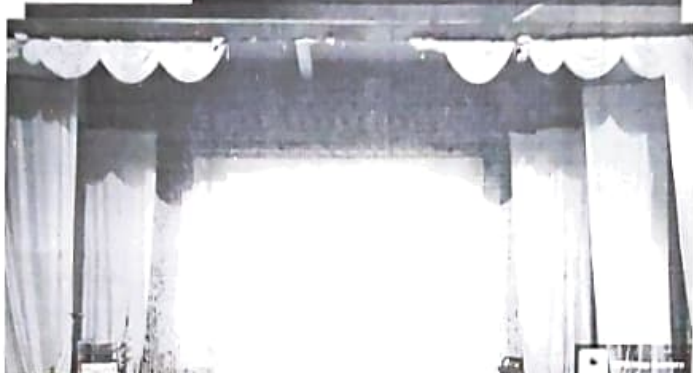
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Bengaluru, Karnataka, India

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Prepared by:

Sailaja Mulakaluri

C. Sangeetha

COORDINATOR
Department of Computer Applications
St. Francis de Sales College
Bengaluru - 560 100.

Sailaja

HEAD
Department of Computer Applications
St. Francis de Sales College
Bengaluru - 560 100.

Rayappa

PRINCIPAL
St. Francis de Sales College
Electronics City Post, Bangalore