



**Department of Electronics and Communication**  
(JK Institute of Applied Physics & Technology)  
University of Allahabad, Prayagraj – 211 002 (INDIA)

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**One week training on “Job Readiness”**

A “Job Readiness” training program has been scheduled for final year and pre-final students of B.Tech./M.Tech./M.Sc. (Comp. Sc.) programme of the Department. All students of B.Tech. (3<sup>rd</sup> and 4<sup>th</sup> year), M.Sc. (Comp. Sc.) and M.Tech. are directed to be present during the entire training program.

**Date and Time:** 24th - 28th April, 2023 from 02:00 PM onwards

**Venue:** Prof. S. N. Ghosh Auditorium, Dept. of Electronics and Communication,

**Outline of the workshop** (*See enclosed detailed schedule*)

Day 1: Pre-Training Assessment

Day 2: Interview Skills

Day 3: Corporate Readiness

Day 4: Mock Interviews

Day 5: Group Discussion, SWOT Analysis

Please note that, this training programme is mandatory for all students of B.Tech. (3<sup>rd</sup> and 4<sup>th</sup> year), M.Sc. (Comp. Sc.) and M.Tech.

**Certificates and Awards:**

*All active students with overall satisfactory performance will be provided a certificate of participation.*

For further details, you may contact to:

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## Job Readiness Training Program Details.

It will be a high impact workshop by industry expert on Soft Skills and Communication, topics are mentioned below:

JOB READINESS TRAINING PROGRAM TOPICS			
Main Topic	Sub Topic	Objectives	Days
DAY 1- Pre- Training assessment.			
DAY 2			
Introduction	Introducing the Life Skills Program	What is in it for me? Understanding the objective of the Life Skills Program	Day 2
Interview Skills	Online Image	Building a strong impression online and sustaining online credibility	
	Self-Awareness	To Know your personality	
	Grooming	To study corporate grooming habits (The right attire)	
	Body Language	To imbibe the right body language for a professional environment	
	Confidence	To increase self-belief and faith in one's own abilities	
	Interview FAQs	Learn to face frequently asked interview questions	
	Resume	To build strong profiles through effective resume writing	
	Rejections	To understand how to handle interview rejections and come back from setbacks	
DAY 3			
Corporate Readiness	Values	An introduction to values in a corporate environment	Day 3
	Ownership	To learn how to be accountable and own tasks, projects, etc.	
	Respect	To understand the importance of respect as a critical corporate value	
	Teamwork	To understand collaboration and its importance in the corporate world	
	Auto- didacticism	To leverage self-learning and self-directed education	
	Flexibility	To learn how to be flexible while playing multiple roles	



Time Management	To improve effectiveness at work and achieve a balance
Stress Management	To understand how stress can be managed and to lower depression
Positive Attitude	To take the step towards positive success by adapting the right approach
LinkedIn (Profile Management)	To gain knowledge on LinkedIn account management and tips to enhance a profile

#### DAY 4

In basket simulation (Learning Application)	Group Discussion rules and enhance Public Speaking skills (Group Discussion)	Day 4
	Tips to handle Interviews and be able to create the right impression (Mock Interviews)	

#### DAY 5

Mock Interviews & Group Discussions	SWOT Analysis	To Self-evaluate and analyze strengths and areas of improvement	Day 5
	Active Listening		
	Probing Skills		
	Aptitude & Logical reasoning	VERBAL – Synonyms, Antonyms, Sentence completion & passage writing , Verbal ability Quantitative Aptitude - Arithmetic & Data Interpretation Analytical & Reasoning – Critical Reasoning, Logical, Verbal & Nonverbal	

#### DAY 6- Post- Training assessment.