

SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY, MANAGEMENT & GRAMOTHAN, JAIPUR

PROPOSAL

SHORT TERM TRAINING PROGRAMME - 2024 (STTP-2024)

FOR STUDENTS

ON

CAMPUS TO CORPORATE

 $(08^{th}\ April\ 2024-13^{th}\ April\ 2024)$

ORGANISED

 \mathbf{BY}

Skill Development Cell

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Proposal

Introduction -

The transition from college to the corporate world marks a significant milestone in the journey of every student, filled with excitement, anticipation, and perhaps a hint of apprehension. Recognizing the pivotal importance of this transition, we have designed a transformative 5-day campus to corporate session aimed at equipping participants with the indispensable tools, skills, and insights needed to thrive in professional settings. As we embark on this immersive journey together, our overarching goal is to bridge the gap between academic theory and real-world application, fostering a seamless transition from the lecture halls to the boardrooms of corporate giants. The program attempts at instilling in you a profound understanding of corporate culture and professionalism, essential work skills development, insights into industry landscapes and career pathways, attention is paid to professional development and personal branding, and the indispensable knowledge required to navigate the intricacies of corporate life with professional grooming and confidence.

At the heart of our program lies the foundational pillar of understanding corporate culture and professionalism. In today's hyper-competitive global landscape, success in the corporate arena transcends mere technical prowess, demanding an understanding of the unwritten rules, norms, and expectations that govern professional conduct. Through engaging workshops, interactive discussions from corporate, academia and Alumina experience, and insightful presentations, you will gain invaluable insights into the intricacies of corporate etiquette, decorum, and protocol.

From mastering the art of effective communication to enhancing your Personal Brand, our program will empower you to cultivate professionalism that commands respect and admiration in any corporate setting, our program is committed to nurturing the professional development and personal branding of participants, equipping them with the indispensable tools and techniques needed to stand out in a crowded marketplace. In an era defined by unprecedented connectivity and digital proliferation, the ability to craft a compelling personal brand and leverage social media effectively has emerged as a potent differentiator in the corporate landscape.

Objective of the Workshop –

In accordance to imparting training in the area of skill development as promoted by AICTE, this five-day Short Term Training Programme in the area of Soft Skills Development entitled "Campus to Corporate". The Introduction to Corporate Culture and Professionalism segment of our program aims to familiarize you with the expectations and standards prevalent in corporate environments. Through interactive sessions, attendees will grasp the understanding of professional conduct and etiquette necessary for success in the workplace. Moving forward, the focus of the workshop will shift towards Essential Work Skills Development, where you will refine your communication, time management, teamwork, and problem-solving abilities.

Additionally, you will acquire valuable stress management techniques and leadership skills from Alumina and people from academia and corporate to thrive in dynamic corporate settings. Subsequently, our program will delve into Industry Insights and Career Pathways, offering participants valuable perspectives on various industries and potential career trajectories, on how to start getting ready for the same. Following this, we will delve into Professional Development and Personal Branding, empowering you to craft your personal brand, strengthening your online presence, and mastering negotiation techniques. Finally, we will address the crucial aspect of Transitioning to Corporate Life, providing insights into HR practices, employment contracts. Through this comprehensive approach, the program aims to prepare participants for a seamless transition from academic to professional life.

Duration of the Course: Five days

Registration Fee: NA

Certificate: YES

Outline of the 5-day workshop

Introduction to Corporate Culture and Professionalism.

- Understand the expectations and norms of the corporate environment.
- Develop professionalism and etiquette required in professional settings.

Essential Work Skills Development:

- Enhance communication, time management, teamwork, and problem-solving skills.
- Learn effective stress management techniques and leadership skills.

Industry Insights and Career Pathways:

- Gain insights into various industries and career opportunities.
- Understand the requirements and demands of different career paths.

Professional Development and Personal Branding:

- Develop personal branding strategies and enhance online presence.
- Learn negotiation skills, business etiquette, and professional image management.

Transitioning to Corporate Life:

- Understand HR practices, employment contracts, and workplace diversity.
- Gain financial literacy and budgeting skills essential for independent living.

Schedule of the STTP

DAY	TIME	EVENT/SPEAKER	TOPIC
DAY 1 – 8 th April 2024	12:30- 2:30	Inaugural Ceremony – Mr. Kartik Bajoria, Writer, Columnist and Literary moderator.	Introduction to Corporate Culture and Professionalism
DAY 2 – 9 th April 2024	12:30- 2:30	Ms. Tanushka Jangid, Lecturer at Centre for Communication and Critical Thinking, JKLU	Essential Work Skills Development
DAY 3 – 11 th April 2024	12:30- 2:30	Dr. Aarti Chopra, Associate Professor Management, Poornima University	Enhancing Efficiency and Cohesion
DAY 4 – 12 th April 2024	12:30- 2:30	Ms. Deepika Joshi, Manager HR Fortis Healthcare	Professional Development and Personal Branding
DAY 5 – 13 th April 2024	12:30- 2:30	Ms. Ashi Singhal (Self-Expression and Conversation Coach) Mr. Kunal Advani (Business Analyst at MTX)	Alumini Panel Discussion on career Journey, Life-Skills required and Managing Stress

Day 1: Introduction to Corporate Culture and Professionalism

- Welcome and Introduction to the Program
- Overview of Professional Life and its Importance
- Effective Communication Skills

Day 2: Essential Work Skills Development

- Body Language and Grooming
- Professional Etiquette

Day 3: Enhancing Efficiency and Cohesion

- Teamwork and Collaboration Exercises
- Time Management Techniques

Day 4: Professional Development and Personal Branding

- Personal Branding Workshop; Social Media Presence and Networking Strategies
- Elevator Pitch

Day 5: Transitioning to Corporate Life

- Alumni Panel Discussion on Transitioning from College to Corporate
- Mental Well being
- Certificate Distribution

Learning Outcomes –

- 1. Understand corporate culture norms and professionalism.
- 2. Enhance communication, time management, and teamwork skills.
- 3. Explore diverse industry landscapes and career pathways.
- 4. Develop personal branding strategies and negotiation skills.
- 5. Navigate HR practices, contracts, and workplace diversity.
- 6. Cultivate networking abilities for career advancement.
- 7. Foster self-awareness and commitment to continuous growth.

Brochure and Poster



Day wise Report

The Short Term Training Program, also known as the Campus to Corporate program, kicked off today at our college, organized by the skill development cell. The day began with a traditional lamp-lighting ceremony followed by a presentation of a memento to the guest speaker, Mr. Kartik Rajoria, a writer, columnist, educator, and literary moderator. A brief introduction highlighted Mr. Rajoria's accomplishments before he commenced his session

Mr. Rajoria's session focused on the transition from a collegiate environment to the corporate world. He divided his talk into three key areas: culture, communication, and coping mechanisms for stress management. He elaborated on the concept of culture, providing examples of national, philosophical, and community cultures. He then specifically addressed corporate culture, emphasizing the importance of observation, communication with current and former employees, and thorough research before entering a new company. Mr. Rajoria stressed the significance of fostering a collaborative and supportive work environment, characterized by encouragement, positivity, and constructive criticism. He provided real-world scenarios, such as employee termination, and offered guidance on effective communication strategies. Additionally, he offered insights into appropriate workplace language and etiquette.

The final segment of Mr. Rajoria's talk addressed the importance of a balanced and responsible lifestyle for thriving in the corporate world. He highlighted the need to stay alert for opportunities, maintain a healthy work-life balance, and build resilience through methods like meditation and maintaining a serious hobby. He further emphasized the importance of maintaining healthy familial connections while understanding the need for professional boundaries.

The session concluded with a vote of thanks to Mr. Rajoria, followed by a group photograph. This informative session provided valuable insights for students transitioning from campus life to the corporate world.

DAY - 2

Day 2 of the Short Term Training Program focused on essential work skills and development. The guest speaker, Ms. Tanushka Jangid, a trainer at the Centre for Communication & Critical Thinking at JKLU, delivered an engaging and interactive session. After a warm welcome and introduction, Ms. Jangid kicked off with an icebreaker activity where volunteers from the audience enacted different emotions for others to guess. This lighthearted exercise served as a springboard for discussing the crucial role of communication in the workplace.

Ms. Jangid defined communication as the act of transmitting information between individuals or groups. She delved deeper into the three fundamental elements of communication: body language, voice, and content/words. Through audience participation, she explored the relative impact of each element, the importance of non-verbal communication, and the role of voice. She introduced the Mehrabian model of communication and the 7-36-57 rule, providing valuable insights into how messages are perceived. Ms. Jangid then elaborated on each element, detailing effective strategies for posture, gestures, eye contact, vocal variety, and clear, concise language.

The session transitioned to professional appearance and etiquette. Ms. Jangid presented an activity where students judged interview attire based on suitability. She then provided comprehensive guidelines for interview clothing, outlining appropriate attire for both men and women. Finally, Ms. Jangid emphasized the importance of professional etiquette in the workplace. She covered topics such as maintaining appropriate attire, formal communication, respecting others' time, proper mobile phone etiquette, and the importance of using please and thank you. To solidify these concepts, students participated in a final debate activity, allowing Ms. Jangid to address body language, confidence, and overall communication effectiveness during the discussion. The session concluded with a vote of thanks to Ms. Jangid for her valuable insights.

Day 3 of the Short Term Training Program focused on fostering efficiency and cohesion in the workplace. Dr. Aarti Chopra, Associate Professor in the Department of Management at Poornima University, led the session. Following a brief introduction and presentation of a memento, Dr. Chopra emphasized the significance of soft skills and effective communication in achieving success. She highlighted key skills like communication, stress management, time management, critical thinking and creativity, and teamwork.

Dr. Chopra delved into the core topic of teamwork, beginning with an interactive activity. She defined teams and teamwork, emphasizing the value of diversity within teams. She provided inspiring examples of companies like Wipro, Lenovo, and Alibaba that embrace diversity and leverage it as a strength. Dr. Chopra then outlined the characteristics of successful teams and the attitudes required for effective collaboration. She acknowledged that building strong teams takes time and dedicated effort.

The session further explored the four stages of team development: forming, storming, norming, and performing. Dr. Chopra utilized an interesting approach, presenting four different versions of the classic tortoise and the hare story to illustrate the importance of teamwork in achieving goals. The session concluded with a vote of thanks to Dr. Chopra for her insightful presentation, followed by a group photograph. This informative session equipped participants with valuable strategies to enhance collaboration and achieve greater efficiency within teams.

Day 4 of the Short Term Training Program focused on professional development and personal branding, led by Deepika Joshi, HR Manager at Fortis Healthcare. After introductions and a brief overview of her career journey, Ms. Joshi kicked off the session by emphasizing the importance of effective communication skills, going beyond just speaking English fluently.

Ms. Joshi introduced the concept of the "elevator pitch," a concise and impactful summary of your skills and experience that can grab an interviewer's attention in seconds. She also offered guidance on tackling the common interview question, "Tell me about yourself." Next, she transitioned to personal branding, outlining a three-step process. The first step is identifying your career goals. The second step involves recognizing your unique strengths and qualities. Finally, the third step revolves around leveraging those strengths to build a strong personal brand. Ms. Joshi highlighted the importance of professional attire for interviews, stressing a balance between comfort and professionalism. She emphasized that first impressions matter, including the visual presentation of your resume, such as font choice and overall layout.

Ms. Joshi concluded the session by discussing professional development. She underscored the importance of continuous learning and skill development throughout your career. She encouraged participants to adopt a growth mindset and actively seek opportunities to expand their knowledge base. Ms. Joshi recommended utilizing resources like industry newsletters and LinkedIn to stay updated on current trends. The session ended with an audience Q&A, where Ms. Joshi addressed interview preparation and the importance of researching the company and target job description. The informative session concluded with a vote of thanks to Ms. Joshi.

Day - 5

The Short Term Training Program concluded with a lively alumni panel discussion on Day 5. Ms. Ashi Singhal, a self-expression and conversation coach, and Mr. Kunal Advani, a business analyst at MTX, shared their career journeys, life skills experiences, and stress management strategies with the student audience.

The session kicked off with a brief introduction about the guests and the discussion started. Ms. Singhal explained the importance of self-expression and communication skills, highlighting a personal story where expressing herself on LinkedIn led to a career opportunity. Mr. Advani echoed this sentiment, emphasizing mindfulness in communication and his experience honing his soft skills through the Toastmasters Club in college. They addressed a common misconception among students – that soft skills stifle free expression. Both panelists countered this by demonstrating how soft skills enhance communication and add value in the workplace, especially for client-facing roles like Mr. Advani's business analyst position.

The conversation then shifted to navigating overconfidence and the importance of continuous learning. Ms. Singhal and Mr. Advani advised students not to rely solely on their academic background (e.g., CS) for career success, but to view college as a platform for self-development. Mr. Advani shared his experience overcoming challenges with public speaking through perseverance. The discussion also acknowledged the realities of competition in the corporate world. Mr. Advani provided insights on how soft skills helped him stand out as a mechanical engineering graduate interviewing for a business analyst role. He further acknowledged the presence of office politics and stress factors like lack of recognition and starting anew when switching companies.

Ms. Singhal offered practical advice on managing stress and building assertiveness. She reframed stress as a signal indicating a gap between current reality and desired goals, suggesting detachment and a healthy relationship with stress. She then defined assertiveness as confidence that allows your personality and self-assuredness to project authority. The session concluded with a Q&A addressing topics like personality exploration and self-compassion. Ms. Singhal and Mr. Advani encouraged students to embrace a growth mindset, avoid self-labeling, and prioritize tasks for better stress management. The program ended with a vote of thanks and a group photo.

Invite to Speakers

Dear Sir/Ma'am

Greetings of the day from the team of STTP 2024.

We hope that you are fine and doing well.

We are glad to inform you that the Skill Development Cell, SKIT is organizing a Five-Day Short Term Training Programme on Soft Skills for Campus to Corporate from 8 April - 13 April 2024. The training programme aims at adding learnings about the challenges and requirements of the professional life.

It is our proud privilege to invite you as an esteemed speaker on (date) from (time) to share your expertise on (Topic).

Please find attached the poster and brochure of the event. We look forward to meeting you and attending your enlightening session.

We would highly appreciate your acknowledgement for the same.

Regards

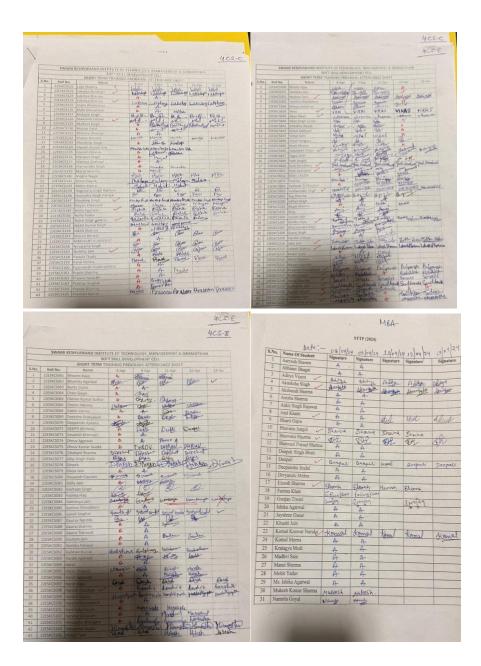
TEAM STTP- 2024

Pictures

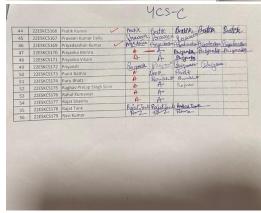




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Feedback

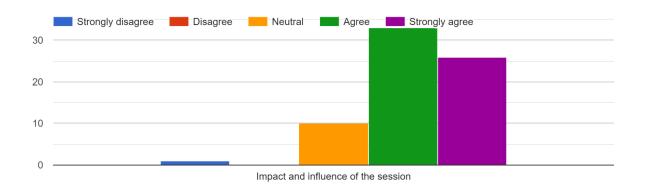
The instructor explained the topic clearly and used relevant examples



The lecture was interactive and felt engaged

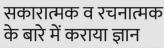


Speaker positively influenced my view towards the topic



Media Report

https://www.khaskhabar.com/local/rajasthan/jaipur-news/news-programstarted-on-campus-to-corporate-theme-news-hindi-1-630518-KKN.html





जयपुर। स्वामी केशवानंद इंस्टीट्यूट ऑफ टेक्नोलॉजी, मैनेजमेंट और ग्रामोत्थान के कौशल विकास सेल ने सोमवार को कैंपस ट कॉरपोरेट थीम पर पांच दिवसीय छात्र प्रशिक्षण कार्यक्रम शुरू किया। पहले दिन के मुख्य वक्ता कार्तिक बाजोरिया रहे, जो एक शिक्षक, प्रमुख दैनिक समाचार पत्रों में एक प्रसिद्ध स्तंभकार, एक मानसिक स्वास्थ्य कार्यकर्ता और एक संचार विशेषज्ञ हैं। बाजोरिया ने सकारात्मक प्रवृत्ति और रचनात्मक प्रतिक्रिया की गतिशीलता को सामने लाया। उन्होंने छात्रों को रचनात्मक लहजे में कुछ अत्यंत आलोचनात्मक प्रतिक्रिया प्रस्तुत करने के बारे में कुछ बहुत ही उपयोगी कार्य करने को कहा। यह सत्र कॉर्पोरेट संस्कृति पर एक सशक्त पाठ था। एसकेआईटी में प्रशिक्षण और प्लेसमेंट सेल के प्रमुख प्रोफेसर अंबर श्रीवास्तव ने बाजोरिया का स्वागत किया। कार्यशाला में समय प्रबंधन, रचनात्मक और आलोचनात्मक सोच, ब्रांडिंग रणनीतियों और कई अन्य विषयों पर कई संभावित सत्र होंगे। कार्यक्रम का संचालन डॉ. नेहा पुरोहित, डॉ. खुशबू भारद्वाज, डॉ. शिप्रा मलिक और डॉ. कीर्तिबाला ने संयुक्त रूप से किया है।

एसकेआईटी मे पांच दिवसीय छात्र प्रशिक्षण कार्यक्रम शुरू

P3 Police Public Politics

स्वामी केशवानंद इंस्टीट्यूट ऑफ टेक्नोलॉजी, मैनेजमेंट और ग्रामोत्थान के कौशल विकास सेल ने 8 अप्रैल,2024 को कैंपस टू कॉरपोरेट थीम पर पांच दिवसीय छात्र प्रशिक्षण कार्यक्रम शुरू किया। पहले दिन के मुख्य वक्ता श्री कार्तिक बाजोरिया थे जो एक शिक्षक, प्रमुख दैनिक समाचार पत्रों में एक प्रसिद्ध स्तंभकार, एक मानसिक स्वास्थ्य कार्यकर्ता और एक संचार विशेषज्ञ हैं। श्री बाजोरिया ने सकारात्मक प्रवृत्ति और रचनात्मक प्रतिक्रिया की गतिशीलता को सामने लाया। उन्होंने छात्रों को रचनात्मक लहजे में कुछ अत्यंत आलोचनात्मक प्रतिक्रिया प्रस्तुत करने के बारे में कुछ बहुत ही उपयोगी कार्य



करने को कहा। यह सत्र कॉर्पोरेट एसकेआईटी में प्रशिक्षण और प्लेसमेंट सेल के प्रमुख प्रोफेसर अंबर श्रीवास्तव ने श्री बाजोरिया का स्वागत किया। कार्यशाला में समय प्रबंधन, रचनात्मक

और आलोचनात्मक सोच, ब्रांडिंग संस्कृति पर एक सशक्त पाठ था। रणनीतियों और कई अन्य विषयों पर कई संभावित सत्र होंगे। कार्यक्रम का संचालन डॉ. नेहा पुरोहित, डॉ. खुशबू भारद्वाज, डॉ. शिप्रा मिलक और डॉ. कीर्तिबाला ने संयुक्त रूप से किया है।