

REPORT ON

WORKSHOP ON COMMUNICATION AND INTERVIEW SKILLS FOR PERSONALITY DEVELOPMENT

Under the RUSA Equity Initiative fund the Students Cell of Lady Keane College organized two workshops on “Communication and Interview Skills for Personality Development”.

DATES: First workshop: 6th-7th December, 2021
Second workshop: 9th- 10th December, 2021

RESOURCE PERSONS:

1. Mr Arjun Lyngdoh, Personality Development Trainer, Jettwings
2. Mr Baiarjingmut Kharbuli, Freelance Personality Development Trainer

PARTICIPANTS:

FIRST WORKSHOP: B SC AND BCA FIFTH SEMESTER STUDENTS,
NUMBER OF PARTICIPANTS=80

SECOND WORKSHOP: B A FIFTH SEMESTER STUDENTS,
NUMBER OF PARTICIPANTS=85

ABOUT THE WORKSHOP:

DAY 1

Participants were introduced to the resource persons by the Host. The session started with the introduction on the topic and the importance of communication skills in personal and professional life. Participants were explained about the communication method and the process of effective communication, understanding the cycle of communication starting from the sender to the receiver of the message. The different levels of communication were explained and how lateral and horizontal forms of communication among colleagues, peers at the same level for information sharing and coordination helps to save time. As communication is key, knowing and understanding the filters and barriers that can hamper one's overall communication is a must. Participants were encouraged to practice active listening as it helps in overall communication skills. Focus was laid on the ways of how an individual communicates (spoken word, visuals, written word, body language and social media). Understanding that Communication is not only about spoken

words it also deals with visual and vocal. Group activities involving communication skills helped the participants interact with each other. Videos to ensure that participants understand why communication is key and how it would enhance their quality of life were also shown.

DAY 2

The second day was focused on Interview skills. The resource persons instructed the participants on how to sit for an interview. Discussions on why interviews are important and how they are necessary in order to select the right candidate were also made. Participants were given an insight to the need to select the right candidate and assess the candidate if he/she has the skill set required as per the needs of the organization. To understand if the candidate has the skill set to perform the requirements of the organization and from the interviewees perspective to initiate a connection with the interviewer to seek employment and enhance his/her skill sets. The trainers emphasized the meaning of body language – how to read others and how to manage your own body language effectively. Understanding manners within yourself to ensure you portray the appropriate behavior while sitting for an interview. The trainers explained about dress code and attire, the difference between formals, semi formals and casuals. Understanding the reason why dress code and attire is important in a working environment were explained. Participants were encouraged to build up their self confidence. Videos of the mock interviews were shown to ensure that the participants learn through the kinesthetic method. Mock interviews were conducted for the participants.

All participants were awarded certificates. Participants also shared their feedback and experiences of the workshop.



