SAMARTH EDUCATIONAL TRUST
ARVIND GAVALI COLLEGE OF ENGINEERING
NAAC Accredited

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Shivaji University, Kolhapur & Dr.Babasaheb Ambedkar Technological University (BATU), Lonere.
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SAWKAR INSTITUTES

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- Poly.Code : DTE DN-6545
- Poly. MSBTE-1617 (2ⁿᵈ Shift)

Report

Event : "Training Workshop by Aspiring Careers (Pune)"

Topic : "Employability Skill Development Training"

Schedule : 15th April 2024, 16th April 2024 & 18th April 2024 (Full Day)

Venue : 408, Seminar Hall @ AGCE

Name of the Guest : Mrs. Swati More (**Corporate Trainer – Aspiring Skills - Pune**)

About Trainer :

- ➢ **Mrs. Swati More –** More than 12 Years of Total Work Experience with mainly more than 10 Years in Education Industry.
- ➢ Trained more than 1,00,000 students of various Engineering, Degree & MBA Colleges
- ➢ A complete Self Driven Professional with excellent Communication Skills, Motivational Skills,
- ➢ Behavior Skills, a Transformation list, a crowd puller, how to work in adverse situation and a complete
- ➢ Industry Expectations, Motivation Skills, Communication Skills, Life Skills, Behavior Skills, Listening
- ➢ Working as a Soft Skills & Aptitude Training Professional for most of the Colleges in Maharashtra.

About Company : Aspiring Careers believe that "Every individual can become successful provided student will get right training, right environment & right opportunities. Aspiring Careers shall deliver the right training to enhance employability skills of the participants and create an environment in which opportunities will open the door for a successful career".

Aspiring Careers LLP is proficient in Technology Training, English Language, and soft skills Trainings. Our field of experience covers Training for school, college students, faculties, teacher & working professional.

Program Objectives :
- To inculcate importance of soft skills
- To create awareness about professional environment

Outcome :

- Understood the importance of various employability skills
- Gained confidence level as well as improved presentation skills

Participants Details :

Total No. of Staffs :   01
Total No. of Students : 115 (Degree Engineering First Year)

Event Moments :

Program details which include schedule as well as Guest (Speaker) Details.

Felicitation done from Institute Principal to Speaker Mrs. Swati More (Trainer @ Aspiring Careers - Pune)

Student interaction with Mrs. Swati More (Trainer @ Aspiring Careers - Pune)

Students given feedback about overall training experience

Contents

Topic No.	Topic Name	Key Takeaways
Day 1		
1	Body Language	● Understanding the importance of body language ● Knowing the dos and don'ts of maintaining the right body language in an interview ● Identifying the right body language ● Becoming familiar with the words related to body language
2	Professional Etiquette	● Describing the meaning and importance of professional etiquette ● Listing some of the important rules on professional etiquette ● Identifying the mistakes in professional etiquette ● Summarizing the dos and don'ts of professional etiquette
3	Grooming	● Understanding the personal grooming habits ● Describing the importance of grooming ● Knowing how to groom for an interview
Day 2		
4	Strengths and Weaknesses	● Learning the importance of strengths and weaknesses in an interview ● Understanding some important rules on strengths and weaknesses ● Identifying your skills according to your job profile ● Talking about your strengths and weaknesses
5	Effective Listening	● Describing the meaning of effective listening ● Listing the steps to effective listening ● Identifying the barriers to effective listening
6	Negotiating Skills	● Describing negotiation and its five stages ● Learning the art of negotiation ● Learning the mistakes that should be avoided while negotiating
Day 3		
7	Time Management	● Describing the meaning and benefits of time management ● Explaining how to manage time ● Identifying the challenges faced during time management
8	Creating a Presentation	● Describing the importance of creating a presentation ● Listing some of features of a good presentation ● Summarizing the dos and don'ts of formatting a presentation ● Familiarizing with the words that are associated while creating a presentation
9	Presenting to an Audience	● How to prepare a presentation for an audience ● How to keep your audience engaged ● How to identify things that should be avoided when presenting to an audience