

**SHREE RAMCHANDRA COLLEGE OF ENGINEERING,  
LONIKAND PUNE.**



**BARCLAY'S TRAINING**

A-4. 2021-22

**Online session "Connect with Work" program partnered by  
Rubicon and tomorrows foundation  
(Rubicon Skill Development Pvt. Ltd. )**



**"LifeSkills Training Program"**

**NGO Partner**

Rubicon Foundation




**Training Partner**

Rubicon Skill Development Pvt. Ltd.



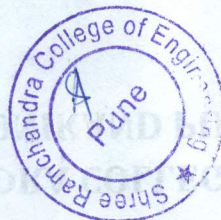
**Training Co-ordinators : (from SRCOE)**

Prof Priya Patil 

Prof. Pradeep Palkar

**Training Co-ordinator(Rubicon)**

Ms. Tanuja Ghonekar



## Trainee Guidelines provided by Rubicon

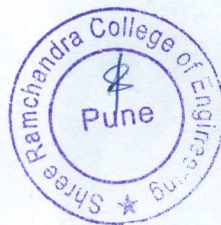
# TRAINEE GUIDELINES





- 1 All trainees/attendees should have Zoom application installed on phone and laptop one day prior the training schedule.
- 2 All trainees/attendees should change or keep their full name (First Name and last name) before they join the session.
- 3 All trainees/attendees should have good internet connectivity at least for 2 hours.
- 4 All trainees/attendees should be in formal attire with decent background, while attending training for 2hrs.
- 5 All trainees/attendees should follow the instruction shared over the whats app group.
- 6 All trainees/attendees should join on a Zoom link shared over whats app (Link will be common for all days) on a given time 5 mins prior the session timings.
- 7 All trainees/attendees should be on mute once they join.
- 8 All trainees/attendees should follow the expectation shared by Trainer at the start.
- 9 All trainees/attendees should be self motivated to ask, participate and interact with trainers.
- 10 All trainees/attendees should ask questions using Zoom "Raise Hand" option or as directed by Trainer during Q&A session.
- 11 All trainees/attendees attendance will be considered only if they have completed 2 hours of a session completely.
- 12 All trainees/attendees can also use chat box to greet, ask, answer or participate in a discussion.

**\*Trainees/attendees will be entertained on chat box other than personal chat and will be informed to college authorities if not adhered to guidelines shared.**



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## Schedule for previous for last five years.

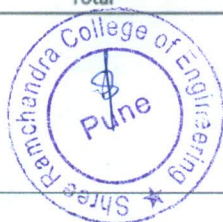
Sr No	A.Y	Programme Name	Mode	Duration	Student's aprox.
1	2018-19	Life skills Training	Offline	3 days	220
2	2019-20	Life skills Training	Offline	3 days	200
3	August 2020-21	Life skills Training	Online	1 week	140
4	October 2020-21	Life skills Training	Online	1 week	85
5	February 2021-22	Business communication skill and Humanity and social science	Online	2 days	50 For AIDS only

In **Life Skills training**, will be covering the below topics per day (Daily 2 Hr) for online mode:

1. Organizational Structure
2. Public Speaking
3. Presentation Skills
4. E-mail Etiquette
5. Grooming
6. Group Discussion
7. Personal Interview
8. Assessment will be conducted on Group Discussion and Personal Interview.

### Outline of Training Program

New Hire Training/ Personality Development/ Employability Skills			
Sr. No.	Topic	Learning Objectives	Duration
1	Expectation setting	To learn Industry expectations from fresher's	1
2	Ice breaking	To know more about the trainer & candidates	1
3	Organizational Structure	To learn Organizational structure	2
4	SWOT Analysis	To identify their Strength/Weakness/Opportunities/ Threat	2
5	Corporate Jargons	To learn most commonly used words in corporates	1
6	Public Speaking	To eliminate stage fear	2
7	Presentation Skills	To articulate your thoughts through Power point presentation	2
8	E-mail Etiquette	To learn E-mail writing skills	2
9	Grooming	Dress to impress/ Proximity/ Personal hygiene/	2
10	Body language	To learn positive body language	1
11	Telephone Etiquette	To handle telephonic round of interview/ To learn call mechanics	2
12	Group Discussion	To access candidates' public speaking skills	2
13	Personal Interview	To perform well during interviews	4
Total			<b>24 hrs.</b>



## Report on Students LifeSkill Training Program for

A.Y. 2021-22

**Title of Training:** LifeSkills Training Program for Students soft skills development "Online session "Connect with Work" program partnered by Rubicon and tomorrows foundation (Rubicon Skill Development Pvt. Ltd. )

- **Schedule of Training:** From 23.08.21 to 01.09.21 (A.Y. 2021-22)  
Time: 11.00am – 1.30pm
- **Name of Organizer:** Rubicon Skill Development Pvt. Ltd
- **Name of Trainer:** 1. Mr. Pranoy Rana  
2. Mrs. Aditi Singhal

**ZOOM Meeting Link :** online mode of training

<https://us02web.zoom.us/j/88641567915?pwd=K1FvY0g1ZXZYaDh5WHdyWWVscFVVUT09>

Meeting ID : 88641567915

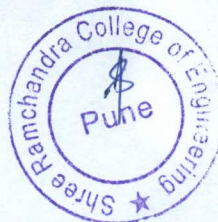
Password: 0000

Batch No.: - 3RF SRCE

❖ **The Objectives are as below:**

- To identifying the skill gap and ensuring to develop these skills.
- To determine your ability to execute plans and achieve your goals.
- To acquire knowledge through practical things/ by doing things yourself
- To planning and practice, and students are encouraged to think smart, logically and find new ways to strengthen the concepts they've learnt through knowledge-based learning.
- To trains students to build and enhance networking, time management, stress management and people management skills, asking questions and listening actively.

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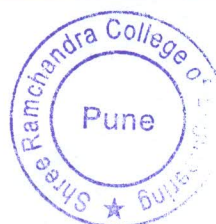
- To use both verbal and non-verbal communication techniques when engaged in a face-to-face conversation by of making eye contact, group discussion
- Every education model is a desire to help each student be confident and proud in their accomplishments, and a direct career boost to perform their job well.

❖ **Topics Covered:**

- Introduce yourself
- Communication skills
- Group discussion'
- How to build up confidence
- SWOT analysis
- Email writing & etiquette
- CV writing

❖ **Detailed Summary:**

Day No.	Date	Topics
Day 1	23.08.21	How to introduce yourself
Day 2	24.08.21	Body language, Communication lang.
Day 3	25.08.21	SWOT Analysis and phone call etiquette
Day 4	26.08.21	How to buildup confidence
Day 5	27.08.21	Email Etiquette's and Presentation Skills
Day 6	28.08.21	Group discussion, body language
Day 7	30.08.21	Presentation skills,
Day 8	31.08.21	CV writing, Develop interview skill, time management
Day 9	01.09.21	Feedback/Testimonials by students



## ❖ Conclusion & Remarks:

- Every education model is a desire to help each student be confident and proud in their accomplishments, and a direct career boost to perform their job well.
  - From this training, students have received all the life skills training. Activities like critical thinking, decision-making, problem-solving, an ability to collaborate & communicate, mail writing and etiquette along with a sense of responsibility towards personal as well as society at large, to be a confident comes under Life Skill. Students are very happy and satisfied with these training sessions.
- ✓ **Attachments (if any):** whatsapp group photo, Photographs, attendance report screenshot, feedback.

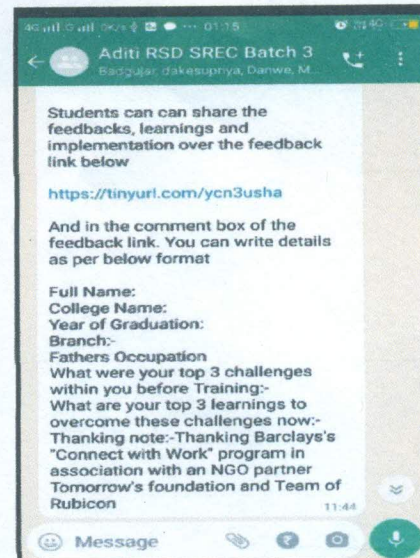
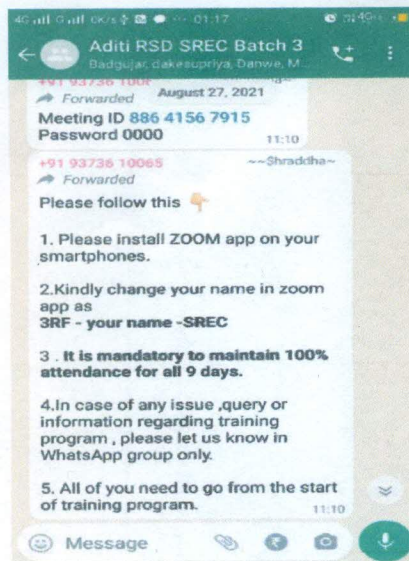
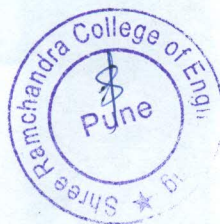


Image shows communication regarding sessions through whatsapp group



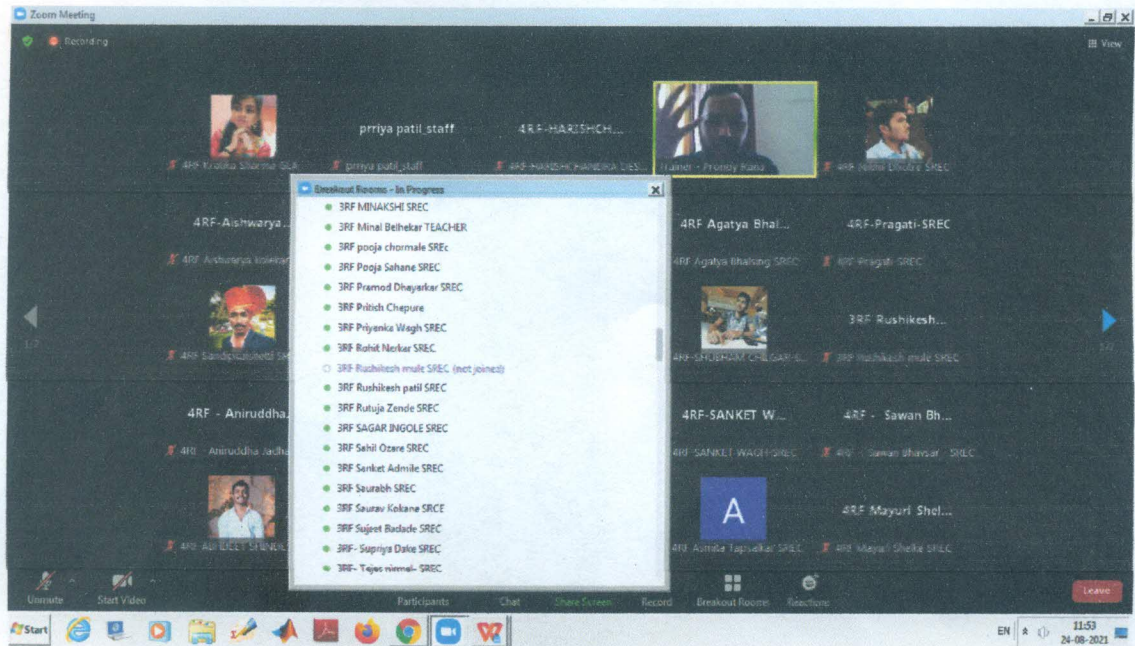
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**Few sample photos from Day 1 to Day 9 Activities : 23/08/2021 to 01/09/2021**

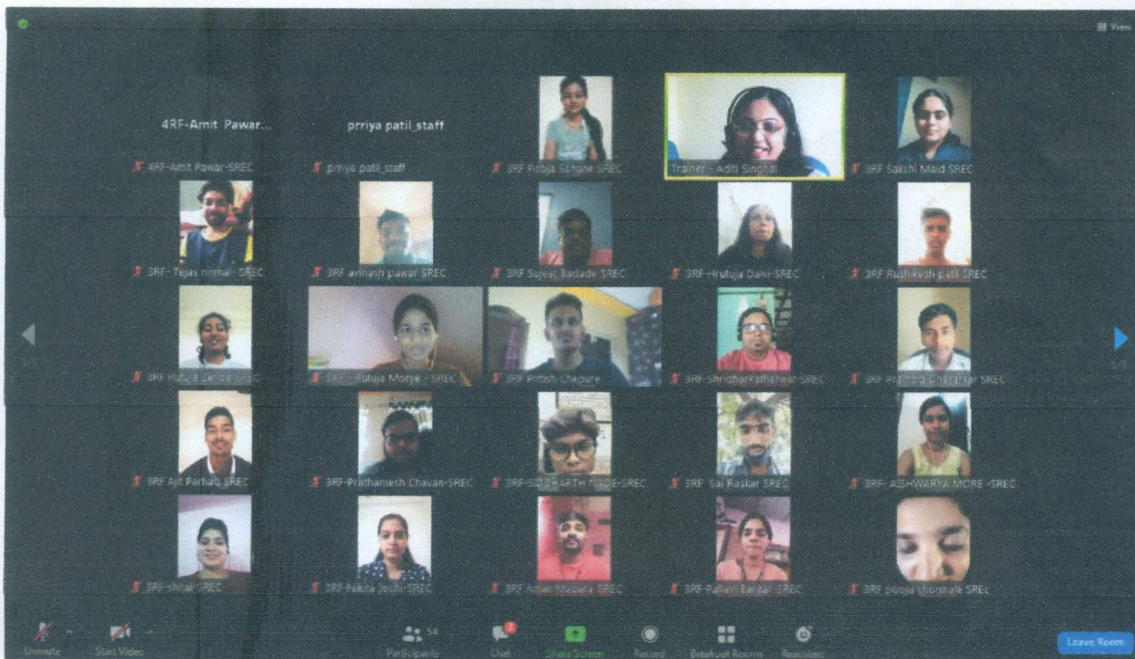
Batch : 3RF

Trainer Name : Mrs Aditi Singhal

Motivational quotes by : " Krma karo faal ki chinta lakshya k roop me kar"



Students Attendance Screenshot



Attendance of students




Handwritten initials 'RL' in blue ink.


## Online Feedback /Testimonials by Students

The screenshot shows a Padlet board titled 'Testimonials by Participants' with a URL of 'padlet.com/Trainer\_Aditi/4xm4dtuwn78c20'. The board contains several testimonials:

- Testimonial 1:** "start. It was very interesting and interactive session and very helpful. Thank you."
- Testimonial 2 (Anonymous):** "Very excellent session by Aditi mam. We liked you sessions and videos shown in sessions very much. Thank you mam for such interactive se."
- Testimonial 3 (Anonymous):** "Excellent explaining & Push confidence. Thank you mam. -SIDDHARTH NADE (BE, SRCOE, PUNE)"
- Testimonial 4:** "lot mam...n as u said i am the best ☐☐☐"
- Testimonial 5 (Anonymous):** "Aditi mam is fabulous...her teaching is very amazing, motivational, focused. thank you so much mam... -Rutuja Zende"
- Testimonial 6 (Anonymous):** "Mam I am very lucky for in your lecture attending. Rishikesh mule"
- Testimonial 7 (Anonymous):** "Name :Varsha kamble. Your teaching is very nice mam. Thank you mam for your"
- Testimonial 8:** "I feel myself Lucky that I am attending Aditi mam's Amazing , Motivational and Interacting sessions. -Amar Mapare."
- Testimonial 9 (Anonymous):** "Soft skill session by Aditi Mam. First of all Thank you for this wonderful session...lot of motivation and practical and real life experience. Important Life values and morals ... every day different stories full of morals. Love her teaching, Personality. Sakshi Maid Sroce Pune"
- Testimonial 10 (Anonymous):** "A very interactive session by Aditi Ma'am. Need more of them."

The interface also shows a 'Leave Room' button and a list of participants on the right side, including 'priya patil staff...', '3RF Sakshi Maid...', and '3RF Tejyas Wak...'.

  
Prepared by  
Prof. Priya Patil

  
Checked by  
Prof. M.K. Jadhav