



Virtual Training Program for Current E3 & E4 Students

Rubicon was incepted with a dream of a world where every youth has the power to transform lives for themselves and others around them. We strongly believe that every youth has the potential to make a difference in their personal lives as well as the community around them. We build competencies, which would help youth seek careers and prosper in their career of choice. We bring excitement into learning by developing and harnessing their curiosity and intrinsic motivation for learning.

Rubicon's "Connect with Work" Program, supported by Barclays aims at improving the employability skills of the youth. This initiative is supported by Barclays. Under this program, students will be trained by Corporate Trainers to enhance their Life skills which would help them significantly to increase their chance of succeeding in a job interview. This program is offered **free of cost** to the current Pre-final year and final year students of RGUKT, Basar. Please go through the complete program details as shared below.

Program Details:

- 1. 24 hrs. classroom training on Interview Skills (Details mentioned below).** Due to pandemic this is divided into two parts – 18 hours virtual and 6 hours classroom training. 18 hours of virtual training will be delivered by a Corporate Trainer using Zoom/Webex as a platform – training will be conducted 2 hours per day for 9 days. 6 hours of face to face training will be done once the college reopens.
- 2. Industry visit of students to various organizations.**
- 3. Post Placement Mentoring and Career Counselling support to placed students for one year.**

In Life Skills training, we will be covering the below topics:

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.

All the students of current E3 & E4 students are eligible for the program. It is mandatory for students to do registrations to get eligibility for a training program.

Students are required to choose college name in CSR(registration) link as follows:

"Rajiv Gandhi University of Knowledge Technologies Basar, Nirmal Telangana"

Registration Link: <https://tinyurl.com/y6wk3vhu>

Registration is open now, and the last date for registration is **03rd May 2021, 05:00PM**.

Note: **1. 100% attendance is mandatory for all 9 days of training session.**

2. Registration is mandatory for training programs.

Sd/-
T & P Office

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 assess candidates' public speaking skills	2
13	Personal Interview	To perform well during interviews	4
Total			24 hrs.