



SKILLATHON



CAMPUS TO CORPORATE

Transform Yourself and Increase Employability



"Campus" Vs "Corporate"

Campus Life

- ★ My Efforts and activities contribute to my own success (Largely)
- ★ Price of my failure was borne by self and family
- ★ My classmates views may not affect my success in studies
- ★ The way I use my time affects only me
- ★ I am accountable only to self / family
- ★ We can afford to be casual in our behavior
- ★ Success depend on individual effort
- ★ I can afford to learn Just before my exams
- ★ Age Group { similar / Same }
- ★ Assessment is largely based on Knowledge
- ★ Changes { Very few / almost no changes }

Corporate Life

- ★ My activities must contribute to own, team and Organization's success
- ★ Price of failure is borne by many stakeholders – Company, Colleagues, Customers
- ★ My Customers and colleagues views about me affects my career growth
- ★ The way I use my time may affect stakeholders
- ★ I am accountable to all my stakeholders !
- ★ Need to be more aware of our behaviour
- ★ Success depends on individual, team & Collaborative effort
- ★ Everyday is an exam
- ★ Different age groups (20 - 60 yrs)
- ★ Your Competencies (KxSxB) are assessed
- ★ Only thing that is constant is CHANGE, so be comfortable with it

12 Areas to Focus for C2C transition

01

Etiquettes / Hygiene Factors

1. First Day at work, Dressing and Grooming
2. Being Courteous and thoughtful at work
3. Mobile Phone and Email Etiquette
4. Workplace Etiquette (Office & WFH)

02

Skill Set

1. People Skills
2. Team Skills
3. Time Management & Productivity
4. Domain Skills

03

Mindset

1. Achievement Orientation
2. Ownership and Accountability
3. Adaptability & Flexibility
4. Learnability

#1. First Day, First Week and First Month at Work !

Reach a little before your scheduled time / WFH then make sure to connect with HR well in advance

Make a good first impression - Dressing and Grooming matters / WFH ensure Infra (internet, background, lighting in place)

Update your profile on slack, email. If the laptop shipment is delayed do not make a fuss.

Introduce yourself relentlessly, Remember the names of your colleagues

Ask well-timed questions. Show enthusiasm and be proactive

Talk less, observe more and listen well, Join your colleagues for lunch, Tea if asked

Mind your Body Language - {Facial expressions, eye contact, do not fidget, handshake should be firm}

Follow the onboarding Schedule, use this period to connect with as many people / dept as possible

In the first month, Get to know your team better, Get organised & set good routines, Be humble, open minded & predictable

Day 1, Week 1 and Month 1 are critical milestones. It's all about perception, make sure you make the right one

#1a. Dressing and Grooming Guidelines

Go for Plain or Slightly textured

Wear clothes that fit well, you will look better.

Avoid loud prints and bold colours

Wear light perfume / deo

Accessories like watches, bags should be appropriate

Stay away from tattoos and body piercings

Wear comfortable footwear coupled with cotton socks that match the colour of your trouser

Too Casual dressing make you less credible !

#2. Being **courteous & thoughtful** to colleagues

You have to spend
8-10-12 hours per day at
work

Small acts of
appreciation when they
do well, give chocolates!
Take them out for a
coffee

Polite, thoughtful reactions and responses to everyday
interactions can mean the difference between
acceptance and frustrations at work

Greetings, Please, Sorry, Thank you, excuse me goes a
long way in showing you truly value your colleague

Be careful about the
words you choose,
getting aggressive won't
serve the purpose

Being Assertive will
allow you to share your
opinions and thoughts
in a manner that does
not offend others

#3a. Mobile Phone Etiquette

Don't allow your mobile phone to ring audibly in the office

a **funny ringtone** will be an embarrassing moment

Don't binge on social media, the phone is yours, but the office timings belong to your organisation

Speak softly and watch your language

Avoid discussing personal topics in presence of others

During meetings don't send text messages

Avoid long personal calls at work

3b. Email Etiquette and Effectiveness 1/2

The subject line should be crisp, concise and related to the content of the email

The salutation should be professional

Avoid using BCC as much as possible

3 part email
Intro - body - closing

Be careful about hitting "Reply to all"

Use preset signatures

Name of the attachments is professional & aware of the size limit

Avoid abbreviations like 'ur' 'gr8'

'PFA', 'PFB, FYI are acceptable

Avoid the use of emojis; they make the email look unprofessional

Proofread your message and only then hit the send button

3b. Email Etiquette and Effectiveness, 2/2

Use professional fonts
- Arial, Times

Avoid usage of
multiple colours and
font sizes

Highlight the
important points by
italicizing or
underlining them

Use a numbered or
bulleted format for
lists

Never write an
all-capital-words
email

Be cautious with
humour, be aware of
cultural nuances

Keep away from
writing emotional or
sarcastic emails

Watch the tone of your
writing

Have a strict TAT, begin
with a thanks for
writing in.

If you need more time
to respond to an email,
send a quick note on
the same.

#4. Workplace (Office) Etiquette

Keep your workstation
organized, clean

Avoid taking meals on
the desk, the smell
tends to circulate and
others might feel
uncomfortable

Knock before speaking
to your cubicle
neighbor

Avoid the use of
speaker phone.

Avoid yelling over the
cubicle partition

Never peep into the
other person's laptop

You are being watched
- Video surveillance,
laptops, emails are
tracked by the IT
department

Using Microwave,
Coffee machine, keep
the line

Cafeteria staff are
humans, treat them
with respect

Dont ask your office
staff to clear your
plates, boxes etc

#4b. Workplace (WFH) Etiquette

Set up a
dedicated
workspace.

Ensure the work
area is well lit

Be presentable.

Respond to calls
and texts
Promptly

Use status
update for AFK,
DND, etc

Communicate,
communicate,
communicate

Avoid or mitigate
background noise

Prep your camera
frame, look at the
camera for better
connect

Mute your mic
when not
speaking

Give 100% of your
attention to the
video conference

#5. How to build **your Domain Skills** ..

Seize the opportunity to display your domain skills in the workplace

Get involved in multiple projects

Identify and correct mistakes

Acquire certification through courses

Research complex terminologies (domain and Industry related)

Read research papers in your domain

Follow entrepreneurs or industry leaders in your domain

First 3 levels of Bloom's Taxonomy
1. Remember
2. Understand
3. Apply

Next 3 Levels of Bloom's Taxonomy
4. Analyze
5. Evaluation
6. Create

Coaching & Mentorship can speeden up the process

#6. People Skills (Interpersonal Skills)

Interpersonal skills are the behaviors and skills an individual interacts with others effectively

A good Interpersonal Skills will allow you to connect with others effortlessly and effectively

IPS has 2 Dimensions
a. Your Demonstrated Behavior & tactics towards others
b. Your expected behaviour from others

Listening, Non-verbal & Assertiveness are 3 sutras to build your people skills

Build tolerance & understanding

Polite tone & Kindness helps

The ability to keep an open mind.

Don't Show urgency in every interaction

Respect others opinions and expertise

Be receptive to feedback

#7. Teamwork Skills

Teamwork is one of the most sought-after skills in the workplace.

Teamwork is what differentiates good companies from exceptional ones.

Great teams nurture a culture of openness and mutual trust. Everyone must feel safe enough to speak their mind.

Rapport-building and listening are core to build cohesive teams

The very idea behind organizing a team is to solve a problem. That's why problem-solving skills are fundamental

Organizational and planning skills

Show your reliability by sticking to deadlines, delivering your tasks, and over communicating

Show your respect by not taking anyone for granted, and listening to them actively.

Tolerance & being open-minded. People are from different age groups, education and cultural background

Build your collaboration skills

#8. Time Management and Productivity

Develop Routines

Move to weekly
planning mode

Create to-do lists

Use Calendar
approach

Plan Wisely

Prioritization of
tasks

Use online Organizer
Eg.- TODOIST /
EVERNOTE ETC

Block distractions.
(email, Social Media,
etc)

Determine what is
Urgent Vs Important

Avoid
Procrastination

#9. Achievement Orientation

Is a function of
Confidence,
Courage & Self
discipline

A Concern for
working well and
surpassing a
standard of
excellence

You are
Ambitious

You are
Determined

You are a Problem
Solver

You practice
Improvement
Orientation

You accept
Challenges

You are
Daring to Explore

You are
Solution Oriented

You are a Hustler

#10. Accountability and Ownership

Accountability is Committing to doing something with a clear understanding of expectations, deciding to take responsibility, becoming empowered to overcome hurdles and accepting of consequences and results, during the process learn and correct our skillset, toolset and mindset

I am personally responsible for my actions and understanding the task

I am responsible for holding myself and others accountable

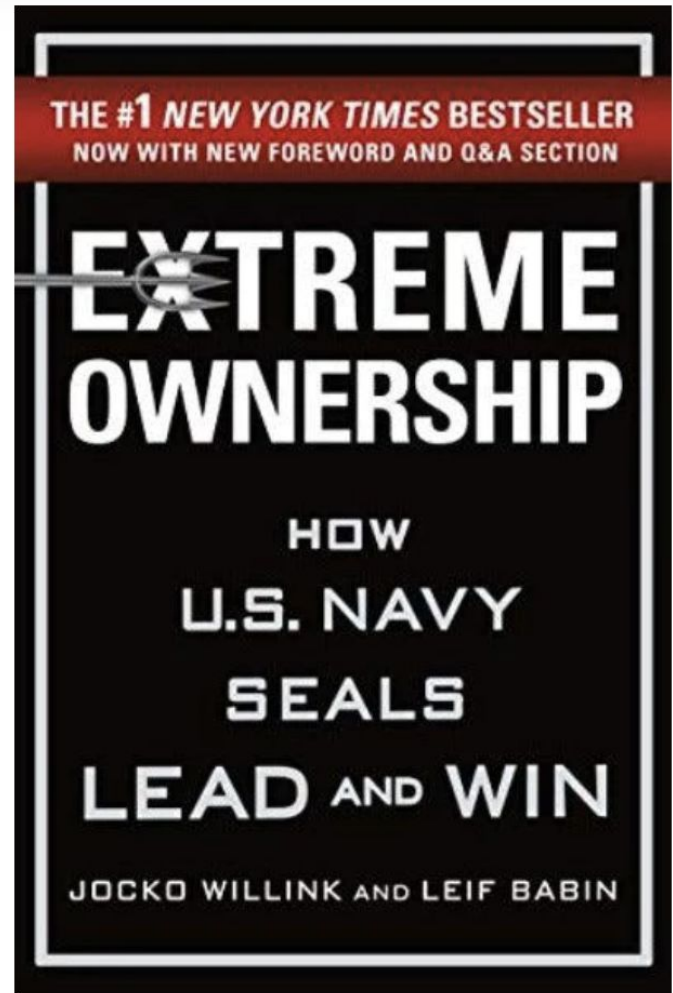
Ownership is to hold yourself accountable for your work, regardless of the outcome, and demonstrate a genuine interest in contributing to company success.

Ownership is taking the initiative to bring about positive results.

We take ownership when we believe that taking action is not someone else's responsibility.

Ownership is something you choose whether to OWN their work, their department's goals, and their organization's mission.

You choose to feel and display ownership. Ownership happens when you give 100%+ efforts to a task.



#11. Adaptability and Flexibility

Today we are in VUCA environment

Multiple Generations are at workplace

Adaptability is the ability to change, to fit into altered circumstances

Adaptability is a personality trait, how you respond to change!

Adaptability = Attitude + Ability

Adaptability = Flexibility + Versatility

Adaptable people are better positioned to handle career transitions

You'll bounce back more quickly from adversity

Confidence, Tolerance, Empathy are few attributes of individuals who demonstrate flexibility

Resilience & Self Correction are major attributes of individuals who demonstrate versatility

12. Learnability

Upto 65% of the Jobs,
Gen Z will perform don't
even exist yet

Upto 45% of the
activities people are
paid to perform today
could be automated

Employability is less
about what you already
know and more about
your capacity to learn

The only way to stay
relevant in future
workplace is via
Learnability

Learnability is the
desire and ability to
quickly grow and adapt
one's skills to remain
employable

The future of work is
changing. The way in
staying relevant is
through continuous
learning.

In a world of change, the learners shall inherit the
earth, while the learned shall find themselves
perfectly suited for a world that no longer exists

**Campus to Corporate, you journey
towards being a professional**



Professionalism - Traits and Behaviours

Align to corporate
Values

Taking ownership

Being Proactive

Integrity and
work ethics

Keep up the
commitments

Self motivated

Competitiveness

Approachable

Optimistic

Patience

Professionalism goes a long way in one's personal career success as well as the success of the organization

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All skills are learnable.

— *Brian Tracy* —

AZ QUOTES

**Best Wishes.
Keep Learning and Keep
progressing ...**

