

Minutes of the Meeting (MOM) format

Session Title: Mock TOI Guidelines

Date: 18 August 2025

Time: 9:30 AM - 10:00 AM

Facilitator: Mr. Shivasakthi

Key Points Discussed

1. Communication Task

Topic : Guidelines

Summary:

The facilitator highlighted the importance of preparing thoroughly for the upcoming mock HR interview. Students were advised to focus on clarity in communication, confidence, and structured answers while responding to HR questions. Emphasis was laid on body language, tone of voice, and maintaining professionalism during the interview.

Key Insights:

- Always listen carefully before answering.
- Provide real-life examples wherever possible to make responses impactful.
- Maintain a positive attitude even when answering challenging questions.
- Avoid memorized responses; instead, keep answers natural and logical.

2. Feedback and Observations

Overall Feedback: The session was informative and gave a clear roadmap on how to prepare for the mock HR interview. Students gained clarity on expectations, common mistakes to avoid, and strategies to present themselves confidently.