

GROUP DISCUSSION.

A Group Discussion is the exchange of ideas expressed by the participants on a particular topic. The main concept is to bring ideas on a common platform as a conclusion. GD is used to evaluate the following skills.

- (a) Confidence
- (b) Leadership
- (c) Communication
- (d) Listening skills
- (e) Positive Attitude

Types of GD :-

(1) Topic based GD :-

In this discussion a topic is provided to the candidate on which they have to perform the discussion. Generally three types of topic are given

- (a) Abstract topic ^{Ex Honesty is best policy}
- (b) Factual topics ^{Ex Hunger Index}
- (c) Controversial topic ^{Ex Article 370, Triple Talag}

(2) Case - study based GD :-

Case study's are extremely popular business problem through discussion. In a case study GD a particular case of company is refer and evaluated in form of GD.

* Purpose of G.D.:

- (i) To reach to a solution and fixed a problem.
- (ii) To generate new ideas.
- (iii) To develop soft skill and personality.
- (iv) To select candidate for a job.

* DO's & DON'T'S OF G.D. -

⇒ DO's

- (i) Speak politely in the group.
- (ii) Agree & acknowledge whatever you find interesting.
- (iii) Respect & recognize the contribution of each member.
- (iv) Be confident during the G.D.
- (v) Stick to the theme of the G.D. do not discuss (engage) in irrelevant discussion.

⇒ DON'T'S

- (i) Do not lose your temper or indulge in argument.
- (ii) Don't dominate the discussion & try to support the members.
- (iii) Don't reflect aggressive gesture like pointing fingers to someone.
- (iv) Don't interrupt while someone is

(v) ^{speaking.} Don't speak loudly or aggressively.

* FEATURES / SKILLS / IMPORTANCE OF G.D.

(i) ENHANCE CRITICAL THINKING -

G.D. is used to develop a clear & logical thought on a particular topic. Through G.D. the members interact with each other by asking question & seeking clarification. This encourage to develop critical & rational thinking.

(ii) DECISION MAKING -

G.D. helps in evaluating the problem & reach to a suitable decision based on the suggestions of the members. It also help the boss to take toughest decision with the coordination of his subordinates.

(iii) LEADERSHIP QUALITIES -

G.D. identifies the true leadership quality among the candidates. A good leader always initiate & conclude & control the G.D. He provide opportunities to members to express

their thoughts freely. G.D. is highly preferred in official meetings.

(iv) COMMUNICATION SKILLS -

G.D. enhances & evaluates the level of interaction among the members. Regular participation in G.D. elevate the level of rational thinking & understanding. This correct or right understanding & thinking will lead towards good communication skills.

INTERVIEWS - SKILLS -

Interview is a process through which companies identify a suitable candidate for the official designation. The basic skills of successful interviews are-

- (i) Perform Self Assessment -
 - (a) Have a clear picture of your interest, skills, attributes which are related to the job profile.
 - (b) Self Assessment allows a candidate to present his skills & abilities with confidence to the employer.
 - (c) Look closely with to your resume & draft it according to the industry requirement.
 - (d) Have proper discussion about self assessment with your supervisor, faculty & seniors.

ii Research the employer -

- (a) Gather information about the organizations history, goals, competitors & work culture.
- (b) Conduct a web search & visit the companies website & social media platforms for latest updates related to the company or affairs.
- (c) Ask ex-employees or current employees to get a real working environment feedback.
- (d) Evaluate the companies policies from the available literature.

iii Prepare Questions for Interviews -

- (a) Brain storm a list of question which is to be asked during the interview.
- (b) Create intentional & intelligent questions based from your resume as well as to the job profile.
- (c) It would be better if the candidate prepare some questions for the employer (HR policy, current projects etc.)

iv Practice for (Mock) Interview -

- (a) Rehearse on popular interview question & prepare the answer related to your background.
- (b) Take help of your family members.

teachers, seniors to frame correct answer for
(E) Signup a career development agency for developing interview skills.

(V) Gather Relevant Information.

(a) Prepare extra copies of resume & Xerox sets of ~~educational~~ ^{original} documentational. (three sets).

(b) Gather information related to your background i.e., projects, certification, workshop, events conducted etc.

(c) Gather information related to the policies & strategies of company in which you are applying.

* TIPS OF INTERVIEWS -

(a) Review the directions in advance so that you can reach the venue easily.

(b) Wear formal ~~dress~~ ^{attire} which should not be distracting. Leave your phone in the car or switch off your phone during the interview.

(c) Just Arrive 5 to 10 minutes early (prior) to the reporting time.

(d) Bring your resume, all educational documents, application form, pen-paper

TYPES OF INTERVIEWS -

- ① Panel Interview
- ② Group Interview.
- ③ Video Conferencing Interview
- ④ Exit Interview
- ⑤ Telephonic Interview.
- ⑥ Dining Interview.

COMPETENCE

The Competence is the ability to execute all kinds of administrative functions. That is why the companies hier who possess the relevant attributes & invest a significant proportion of its revenue in training & development.

TYPES OF COMPETENCE -

* SOCIO - LINGUISTIC COMPETENCE -

It includes the knowledge of various cultural & social patterns of a society & then develop business plan accordingly. It indirectly means that the professional try to interpret & utilize language as a business tool.

* DISCOURSE COMPETENCE -

Discourse competence deals with organizing words, phrases & sentences in order to create conversation. The companies invest heavily in advertising & promotion of its products, service or brands. The professionals are hired to enhance discourse with the society.
ex- celebrity.

* STRATEGIC COMPETENCE -

It is the ability to recognise the communication gaps & prepare strategies to expand the business. For this the companies invest in planning, research & development, supply chain management, advertising & promotion.

* LINGUISTIC COMPETENCE -

It refers to the use of grammar & vocabulary to the most acceptable manner. The corporate documents are always free from any grammatical or spelling errors. The companies hire professional who possess good language skills.