

SKILL ACTIVITY NO: 2
(To be filled by the Student)

Date: 04/2022

Title: Group Discussion and Interview Process

1. What is the purpose of this activity? (Explain in 3 - 4 lines)

The purpose of this activity is :-

A) FOR GROUP DISCUSSION: When a group of people comes together to discuss a certain topic. Many Recruiters use GD to TEST Candidate's

↳ Sometimes, it contains a Short Case Study & Group Exercise.

Here (Students)

- Communication Skills
- Leadership Skills
- Topic Knowledge
- Lateral Thinking

B) INTERVIEW PROCESS: As Interview involves two parties :- the one who takes the Interview: Interviewer & the one who gives the Interview: Applicant

Interviewer objective to find out what an applicant can offer!

Applicant Purpose is To Get an OFFER of a Job

- Skills, Abilities, Basic Technical Knowledge
- Personality etc.

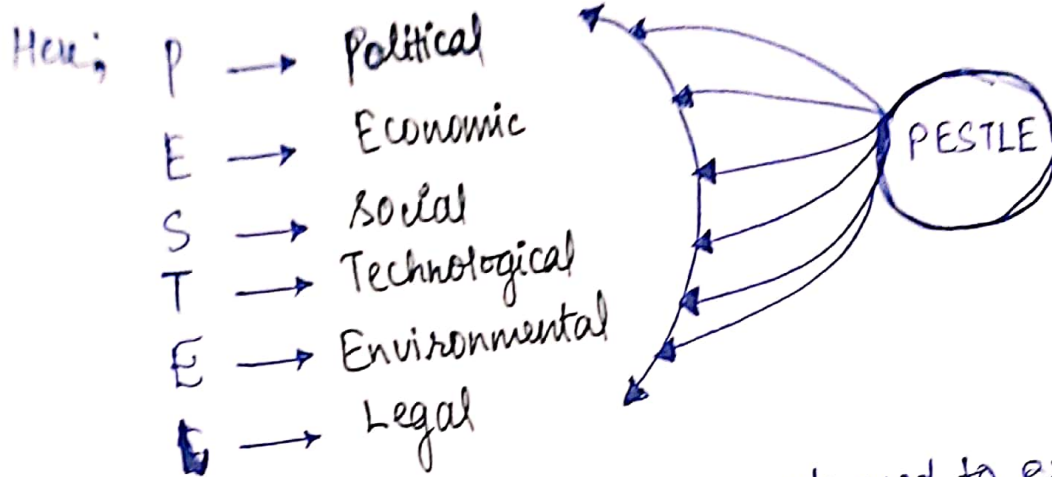
2. Step performed in this activity (Explain in 5 - 6 lines)

Steps performed in this activity are as follows:-

- (A) DURING INTERVIEW PROCESS: { GENERALLY }
- NOTE: Some companies (startups) have different interviewing process.
- Step 1: A detailed Job Description
↳ The goal of this is to attract top talent to apply so craft. accordingly.
 - Step 2: Application
 - Step 3: Complete a phone screen
↳ It encourages candidate to apply if they feel they meet the expectations of the Job Role.
 - Step 4: In-Person Interview
↳ It is short-phone conversation (roughly 15-45 minutes) to verify some of the basic requirements of a position.
 - Step 5: Skills test
↳ Demonstration in order to show how a candidate approaches a specific situation they would encounter within their Role.
 - Step 6: Final Review & feedback
 - Step 7: Offer the Position / particular Job Role.

③ DURING GROUP DISCUSSION:

It involves PESTLE Analysis.



↳ PESTLE Analysis is a strategic framework used to evaluate the external environment of a business by breaking down the opportunities and risks into Political, Economic, Social, Technological, Environmental, & Legal Factors.

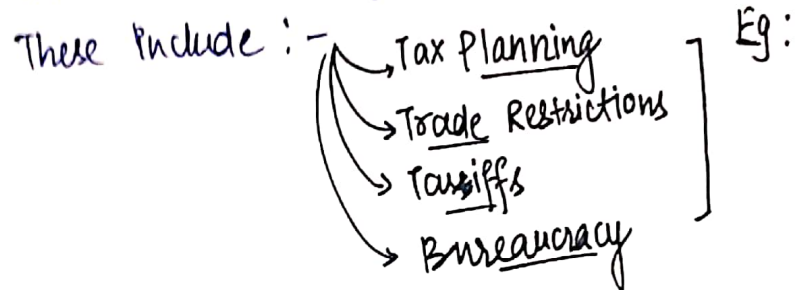
↳ PESTLE Analysis can be an effective framework to use in Corporate Strategy Planning & for identifying the pros & cons of a Business Strategy. The PESTEL framework is an extension of the PEST strategic framework.

PESTLE

(i) Political Factors:

When looking at political factors, we are looking at how company policy and actions intervene in the market & other factors that can affect a business.

These include :-



(ii)

Economic Factors:

It takes into account the various aspects of company & how the outlook on each area could impact our business. These economic indicators are usually measured & reported by Central Banks & other governmental agencies.

These include :-

Eg:



(iii)

Social Factors:

It also takes into consideration social factors, which are related to the cultural & demographic trends of society. Social Norms & pressures are key to determining consumer behaviors. Factors to be considered are following.

↳ Cultural Aspects & Perceptions

Title:

How to prepare for Quantitative Aptitude & Logical Reasoning For Campus Placement.

1. What is the purpose of this activity? (Explain in 3 – 4 lines)

The purpose of this activity is! -

- a) To provide us a full-proof strategy for individual topics along with proper time distribution.
- b) To provide us the right approach & direction to prepare for Next Exam.
- c) To guide us about problems asked in the campus recruitment test.
- d) Equip you with necessary resources and booklists.
- e) Provide us with information on most important topics.

2. Step performed in this activity (Explain in 5 – 6 lines)

Steps performed in this activity are as follows: -

(A) For Approaching To a Particular Quantitative Problem:

Firstly,
→ Read the Question
→ Then interpret it accordingly by understanding
↳ what is given?
↳ what is Asked?

Then, apply suitable trick, formula or concept (whatever way the question can be solved)

From the interview perspective, speedy calculation with Accuracy is most Imp.
NOTE: Beware of NEGATIVE MARKING.

② For Approaching To DATA INTERPRETATION

Wrt
Interviews,
practising
last 10-20 years
Previous Year Questions
are much more
sufficient for it.

DON'T directly
jump on questions
first try to understand
the given data and
then quickly Read Questions
and interpret one data
accordingly.

→ Note Down
Important things
on a rough
sheet to avoid
waiting time in
the Reading of
question.

Fast Calculation comes
very handy Here.
Otherwise, we might
left the paper
u

③ For Approaching To Logical Reasoning Problems

Not much
Special study is
Required just practise last
year questions. How one's
logic & mental status
works.

NEVER
assume or use any
information that the
question fails to give us.
(IF AND ONLY IF)
Condition implies.

→ One most important way to
regularly solve CROSSWORD
Puzzles, Sudokus, Riddles etc.
This will sharp our MENTAL &
LOGICAL aspect. (MEMORY
BUILDING)

TRICKS DISCUSSED DURING IDSC SESSION

1. Tables upto 20
2. Squares upto 30
3. Cubes upto 15

TRICK USED FOR FINDING SQUARE OF A NUMBER UPTO 50.

eg: (i) $(63)^2 = (50 + 13)^2$

$$= \begin{array}{r} 5^2 = 25 \\ + 13 \\ \hline 38 \end{array} \quad \begin{array}{r} 13^2 = 169 \\ \hline 38 \times 13 = 494 \\ \hline 3969 \end{array}$$

Ans.

eg: (ii) $(52)^2 = (50 + 2)^2$

$$= \begin{array}{r} 5^2 = 25 \\ + 2 \\ \hline 27 \end{array} \quad \begin{array}{r} 2^2 = 04 \\ \hline 27 \times 2 = 54 \\ \hline 2704 \end{array}$$

Ans.

TRICK USED FOR MULTIPLYING ANY NUMBER BY 99999... (9ⁿ)

eg: (i) 99999×569

$$\begin{array}{r} 99999 \\ \times 569 \\ \hline 99999 \\ 599991 \\ \hline 56899431 \end{array}$$

Ans.

TRICK USED FOR FINDING SQUARE OF A NO. WITH UNIT DIGIT 5.

eg: (i) $(35)^2 = 35 \times 35$

$$\begin{array}{r} 35 \times 35 \\ \hline 4 \times 3 = 12 \\ + 15 \\ \hline 1225 \end{array}$$

Ans.

eg: (ii) $(75)^2 = 75 \times 75$

$$\begin{array}{r} 75 \times 75 \\ \hline 4 \times 7 = 28 \\ + 25 \\ \hline 5625 \end{array}$$

Ans.

TRICK USED FOR FINDING SQUARE OF A NO. CLOSE TO 100:-

eg: (i) $(108)^2 = 108 \times 108$

$$\begin{array}{r} 108 \\ + 8 \\ \hline 116 \end{array} \quad \begin{array}{r} 8^2 = 64 \\ \hline 11664 \end{array}$$

Ans.

eg (ii) $(103)^2 =$

$$\begin{array}{r} 103 \\ +3 \\ \hline 106 \end{array} \quad \begin{array}{r} \times 103 \\ \hline 09 \end{array}$$

10609 Ans

TRICK TO FIND A MULTIPLE NO. BY 5, 25, 125

eg (i) $46 \times 5 = 46 \times \frac{20}{4} \Rightarrow \frac{46 \times 10}{2} = \frac{460}{2} = \boxed{230}$ Ans

TRICK TO DIVIDE A NUMBER BY 5, 25, & 125

eg (i) $510 \div 5 = \frac{510 \times 2}{10} = \frac{1020}{10} = \boxed{102}$ Ans

(ii) $510 \div 25 = \frac{510 \times 4}{100} = \frac{2040}{100} = \boxed{20.4}$ Ans

(iii) $510 \div 125 = \frac{510 \times 8}{1000} = \frac{4080}{1000} = \boxed{4.08}$ Ans

TRICK TO FIND MULTIPLICATION OF A NO. BY 11

eg (i) 43628×11

$$\begin{array}{r} 4 \quad (4+3) \quad (3+6) \quad (6+2) \quad (2+8) \quad (8+0) \\ \downarrow \quad \downarrow \quad \downarrow \quad \downarrow \quad \downarrow \quad \downarrow \\ 4 \quad 7 \quad 9 \quad 8 \quad 10 \quad 8 \\ \hline 479908 \end{array}$$

479908

As in case of 11, we can very easily observe a pattern i.e.

$$\left\{ \begin{array}{l} 11 \times 11 = 121 \\ 111 \times 111 = 12321 \\ 1111 \times 1111 = 1234321 \\ 11111 \times 11111 = 123454321 \end{array} \right.$$

No. of 1's in even = central value.

—x—

SKILL ACTIVITY NO: 1
(To be filled by the Student)

Date: 29/01/2022

Title:

Resume Building & Updating Profile (own) on LinkedIn

1. What is the purpose of this activity? (Explain in 3 - 4 lines)

- ↳ The purpose of this activity is to build our own Resume & update our profile on LinkedIn platform. The goal and overall purpose of Resume is to introduce our qualifications & skills to employers.
- ↳ It acts as an additional informational document that tells our career story, outlining all details in an easily Read format.
- ↳ In short, If we want to summarize the purpose of Resume then it is!-

A Document which →

Introduce us to <u>EMPLOYERS</u> ,
Present our <u>QUALIFICATIONS</u> ,
Showcase our <u>EXPERIENCE</u> ,
<u>EDUCATION</u> ,
<u>SKILLS</u>

2. Step performed in this activity (Explain in 5 - 6 lines)

Steps performed in this skill activity are as follows:-


- Step 1: Decide what type of Resume we want.

→ Chronological
→ Functional
→ Combination
- Step 2: Create a Header.
- Step 3: Write a Summary.
- Step 4: List our Experiences or Skills.
- Step 5: List our Activities.
- Step 6: List our Education.
- Step 7: List any Awards/Certifications we Have WON & when we Have WON Them.
- Step 8: List our Personal Interests.

HOW RESUME are USED by EMPLOYERS?

Employers do more with resumes than simply reading them. Resumes are valuable tools for employers in regard to industry trends and analyzing career trajectories.

The following list outlines some of the major uses of resumes by employers:-

- 
- Analyze trends.
 - Identify specific education.
 - Identify specific skills.
 - Identify specific keywords.
 - Determine overall career progression.
 - Assess personal brand & online presence.

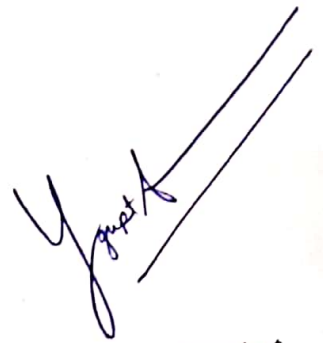
3. What resources / materials / equipments / tools did you use for this activity ?

- | | |
|---|--|
| 1. <u>Resources</u> : https://www.myfuture.com/career/ | 5. <u>Tools</u> : • Laptop/ Desktop-PC |
| 2. https://www.linkedin.com/login/ | • Windows 10 (OS) |
| 3. | 6. • Chrome Web Browser |
| 4. | 7. • Stable Internet Connection |
| | 8. |

4. What skills did you acquire ?

- | | |
|--|---|
| 1. Acquired Resume Building skills | 5. Master Building Resume w.r.t Job Description (Customizing) |
| 2. How, What & where to put Relevant skills in Resume. | 6. |
| 3. | 7. |
| 4. How to make ATS proof Resume. | 8. |

5. Time taken to complete the activity ? 01:00 (hours)



Signature of Student

(To be filled by Faculty)

S. No.	Skills / Competencies	(Achieved / Not Achieved) (YES / NO)
1.	Acquired Resume Building skills	YES
2.	Making required Resume as per Job Description.	YES
3.	Updating our 'Profile' in LinkedIn platform	YES
4.	What's the difference between ATS Proof vs Non-ATS Proof Resume.	YES

Remarks

Total marks _____ out of 10.

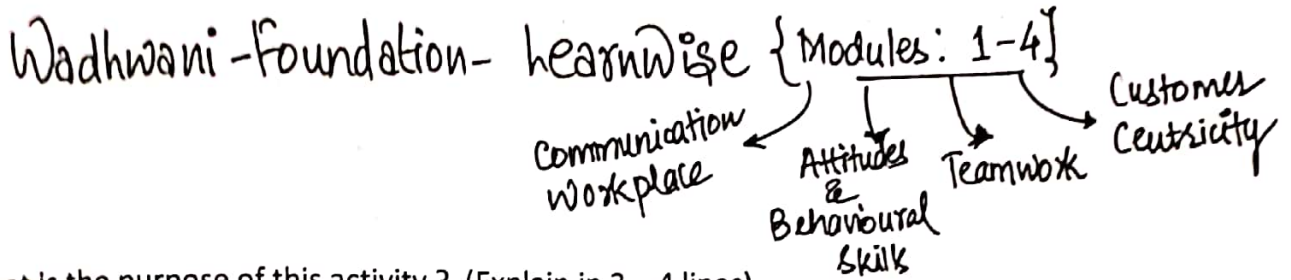
Sign of Faculty

Date:

SKILL ACTIVITY NO: 4
(To be filled by the Student)

Date: 09/04/2022

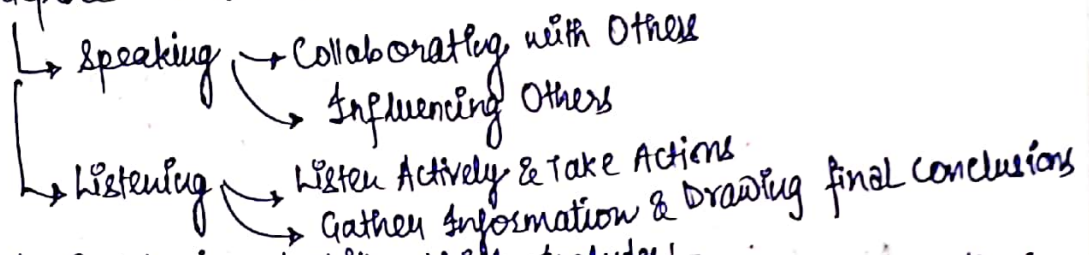
Title:



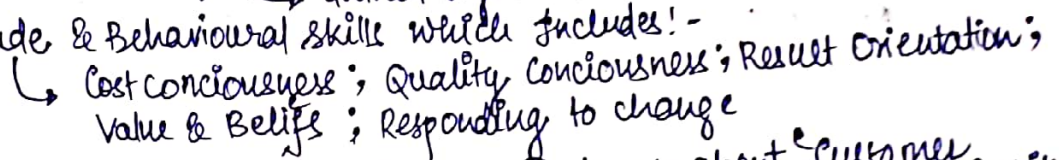
1. What is the purpose of this activity? (Explain in 3-4 lines)

The purpose of this skill activity is to:-

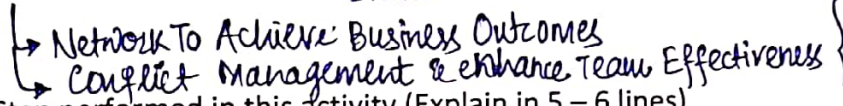
(a) learn about workplace communication which includes:-



(b) learn about Attitude & Behavioural skills which includes:-

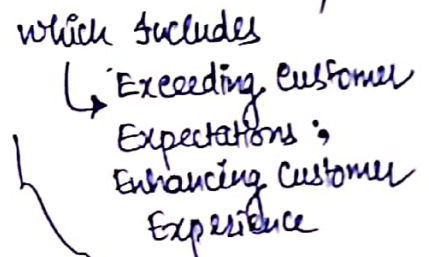


(c) learn about Teamwork which includes:-



2. Step performed in this activity (Explain in 5-6 lines)

(d) learn about Customer Centricity Skills



Steps performed in this activity are as follows:-

Step-01: Create an account using official OUTLOOK Email Id & set the password.

Step-02: After that under 'COURSES' section → Enter following course code:-
for getting enrolled into JOB-RISE

Step-03: Now, we get allotted 3 Modules & in this activity we need to complete 5 Modules From: 1-4

Step-04: Each Module consists of various lessons & in each ~~section~~ lesson following steps are common:-

- (i) WATCH: It has video lecture for the concerned topic to impart knowledge.
- (ii) THINK: It involves a short activity related to topic for better insight.
- (iii) COLLABORATE: It includes three collaboration assignments:
 - classroom
 - Community
 - Online
- (iv) DO: It consists of long activity to test the knowledge gained & provide score to students.
- (v) EXPLORE: Additional links to explore more knowledge about the topic.

3. What resources / materials / equipments / tools did you use for this activity ?

1. Resource: <http://lms.learnwise-wfglobal.org/IN/en-course/details>
- 2.
- 3.
- 4.
5. Tools:
- Laptop / Desktop-PC
 - Windows-10 (os)
 - Chrome Web Browser
 - Stable Internet Connection
- 6.
- 7.
- 8.

4. What skills did you acquire ?

1. Acquired communication skills which are MUST ~~in~~^{at} workplace environment.
- 2.
3. Developed 'Teamwork' skills for working efficiently in 'Team' (Agile Methodology)
- 4.
5. Acquired Attitude skills & behavioural traits which are required at workplace.
- 6.
7. Acquired 'Customer centricity' skills
- 8.
- ↳ For increasing the Customer Experience with company (even beyond their imagination)

5. Time taken to complete the activity ? 04:00 (hours)



Signature of Student

Title: Wadhvani Foundation - LearnWise { Modules : 5-9 } Completion Course

Problem Solving

Digital Literacy: Workplace

Workplace Awareness

Entrepreneurial Mindset

1. What is the purpose of this activity ? (Explain in 3 - 4 lines)

The purpose of this skill activity is to: -

- (A) Learn about 'Problem Solving' skills which includes: -
- Problem Solving - Apply Critical Thinking To solve Problem
 - Creative Thinking :- Evaluate solutions
 - Decision Making by analysing Impact of Decisions on Organization
- (B) Learn about 'Digital Literacy: Workplace' skills which includes: -
- Best Practises
 - To Consider while sharing Data Online Through Different Devices
 - Using Different online communication Tools
 - To Consider while working with Work Productivity Tools & Devices
- (C) Learn about 'Workplace Awareness' skills which includes: -
- Create a Career Growth Plan
- (D) Learn about 'Entrepreneurial Mindset' skills which includes: -
- Discovering oneself &
 - Adapting To change as per environment Needs.

2. Step performed in this activity (Explain in 5 - 6 lines)

Steps performed in this activity are as follows: -

Step 1: Create an account using official Outlook Email id & set the password.

Step 2: After that under 'COURSES' section → Enter following course code: - SUAS for getting enrolled into 'JOB-RISE'

Step 3: Now, we get allotted '9 Modules' in total: & in this activity we need to complete 5 Modules { From 5 → 9 }

Step 4: Each Module consists of various lessons & in each lesson following steps are common: → (i) WATCH: A video lecture for the concerned topic to impart knowledge.

(ii) THINK: It involves a short activity related to topic for better insight

(iii) COLLABORATE: It includes three collaboration assignments: -

(iv) DO: Consists of long activity to test the knowledge gained & provide score to student.

(v) EXPLORE: Additional links to explore more knowledge about the topic

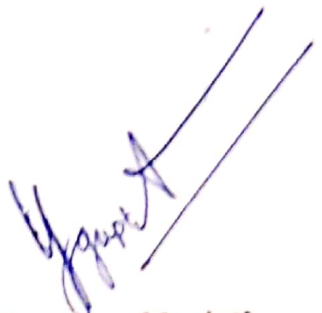
3. What resources / materials / equipments / tools did you use for this activity?

- | | |
|---|---------------------------------------|
| 1. <u>Resource</u> : <u>https://lms.learnwisdomglobal.org/</u> | 5. <u>Tools</u> : laptop / desktop-PC |
| 2. <u>IN/en-course details</u> | 6. Windows-10 (or) |
| 3. | 7. Chrome web Browser |
| 4. | 8. (Sneak into window) |
| | Stable Internet Connection |

4. What skills did you acquire?

- | | |
|--|--|
| 1. Acquired multiple <u>problem solving skills</u> | 5. Acquired "workplace awareness" habits |
| 2. <u>Includes critical thinking</u> | 6. Developed Entrepreneurial Mindset by |
| 3. <u>knowledge of Digital Tools</u> which are <u>MUST</u> for workplace | 7. listening to the story of 3 friends (as shown in video) |
| 4. | 8. Completed the <u>Wadhvani Foundation Survey Form</u> |

5. Time taken to complete the activity? 04:00 (hours)


Signature of Student

