**DAILY ASSESSMENT FORMAT**

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| **Date:** | **18-05-2020** | **Name:** | **Kiran N** |
| **Course:** | **TCS ion** | **USN:** | **4al16ec031** |
| **Topic:** | **Ace corporate interview**  **Learn corporate etiquette**  **Writing effective emails** | **Semester & Section:** | **8th and A** |
| **Github Repository:** | **Kiran-course** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session**  **C:\Users\Kiran\Pictures\Screenshots\Screenshot (14).pngC:\Users\Kiran\Pictures\Screenshots\Screenshot (16).png**  **C:\Users\Kiran\Pictures\Screenshots\Screenshot (15).png**  **Report:**  Develop soft skill that industry demands  Develop soft skill that industry demands we will understand the importance of  maintaining a healthy relationship in a work environment and how to differentiate  Between soft skill and hard skill.  Soft skill  Soft skill are people skills that are difficult to quantify and measure. These skills help you  maintain healthy relationships  Soft skills are  Communication skills  Time management  Negotiation skills  Critical thinking  Self confidence  Business etiquette  Goal setting  Team work  Importance of soft skills  Express thoughts  Work in a team  Interview handling  Self-awareness  Learning and sharing  Interpersonal skills  In my first session today I have studied about the Ace corporate interviews, Etiuette and hoe to  make a effective emails professionally.  Ace corporate interviews:  Having a great resume is only a start. A great resume will not get the job. Employers use  resumes as a front-end screen of a candidate&#39;s education level and skills to decide who they want to bring in to interview.  Getting the job offer comes from successfully interviewing, when the hiring manager  Decides you would be a good fit for their company and you are someone with whom they would  want to work. There are some basic rules of a job interview that can cast you in a favorable light and leave a strong impression with potential employers.  1. Be prepared.  Come prepared with as much information about the company and industry as possible.  Prepare questions of your own. Good job candidates want to know that the company to which  they are applying is a good personal fit as well.  2. Be confident.  Begin introductions with a firm but not overpowering handshake. No one likes having  their hand put in a vice.  3. Be engaging.  Make eye contact often —a must.It shows confidence and connects you with the interview.  Remember the interviewer&#39; s name, and use it during the interview to stay engaged.  4. Be careful.  Think before you speak! This might be the only chance you get to convince a prospective employer that you are the right person for the job .Your answers during the interview are as important as the image you cast.  5. Be outgoing. Don&#39;t underestimate the power of a personal connection. If you can connect with your interviewer in a personal way, they may think you would be an enjoyable person to have in the office or on the team.  The following guidelines will give you a general idea of professional attire:  WOMEN:  . Stockings/pantyhose should be neutral and have no runs or snags.  -up to a minimum, and avoid flashy, excessive jewelry. Remember that professional attire is not the same thing as social/evening wear.  -professional Interviews: A conservative pantsuit or coordinating jacket and blouse with slacks or a skirt.  MEN:  Formals is a must for a professional image. Hairstyles that are conservative are essential in a business environment.  college ring,if applicable.neat and trimmed. Do not go to an interview with an  “inbetween” look.  -professional Interviews: A sports jacket with or without tie and nice slacks. A suit is not needed.  Effective Emails :  The average office worker receives around 80 emails each day. With that volume of mail,individual messages can easily get overlooked. Follow these simple rules to get your emails noticed and acted upon.  1. Don&#39;t over communicate by email.  2. Make good use of subject lines.  3. Keep messages clear and brief |

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