

Skills for Employability

March Towards 05

Skills for Employability

Soft skills for employability

Group Discussions

Resume and CV

Writing cover letters

Interview Skills

Presentation skills

Course Outcomes

- Acquire and demonstrate soft skills
- generate ideas and politely engage in group discussions
- Write an effective resume and CV
- Write cover letters and SoPs
- Acquire interview skills and demonstrate them in context
- Make effective academic presentation individually and in groups



Soft Skills for Employability

Prepare the students for career in the industry – to be successful in the selection process. Towards that..

- Help them to understand their strengths and development areas
- Help them to draw action plans for development
- Help them to practice skills on those areas
- Help them to express their thoughts confidently and with clarity
- Help them to listen carefully
- Help them to work in team flexibly
- Help them to think and feel and be comfortable.
- Practice, Practice and Practice

And so they can Crack the interviews and Group Discussions

Expectation from me in the course

- Be on time
- Be active and participate
- Be willing to experiment
- Keep your video on!



Expectations from you?

- leadership
- grooming students as professionals.
-

What do you think Market expects from you?

- Open to learn and experiment
- Knowledge and confident to express
- Personal brand and enhancing company brand. (LinkedIn)
- Dealing with people and situation – patience.
- Good communication skills
- Productive 24/7
- Go getting attitude. – being ambitious
- Risk apatite – innovate – initiate.
- Willing to listen and learn – not opinionated.
- Smart and efficient.
- Punctual .
- Open minded and willing to interact
- Flexibility
- Communicate status.

We begin...

- You have the competence – you have reached IIIT
- You have the knowledge – You have cleared IIIT syllabus
- You are in the 95 percentile in India – as far as the academics go

But, what got you here may not get you there

The next is a human game.



What got you here won't get you there.

— Marshall Goldsmith —



Expectation Mapping

**Expectation from
the market**



Expectation from the Market

- Positive attitude
- Apply your mind to solve problem– aptitude
- Integrity – can you accept
- self awareness.
- Learning attitude.

Expert View: Qualities required to get a job?

- Communication in the context of interview
- Interactive competency
- Ability to convince
- Ability to make things simple
- Understanding the intent of questions
- Ability to ask for clarifications
- Intelligent guesses
- Ability and willingness to learn
- Ability to work with people
- Etiquette and grooming
- Aptitude
- Followership
- Giving – yielding
- Meaningful hobbies
- Energy and initiative

March Towards..



Life is only as
good as your
mindset.

March Towards..

Success isn't overnight. It's when everyday you get a little better than the day before. It all adds up.

Dwayne Johnson

The beginning..

- Get to know oneself
- Take responsibility
- Balance



SELF AWARENESS..



Knowing me, knowing you? Are you sure??





Self Awareness

D e v e l o p G o o d H a b i t s . c o m

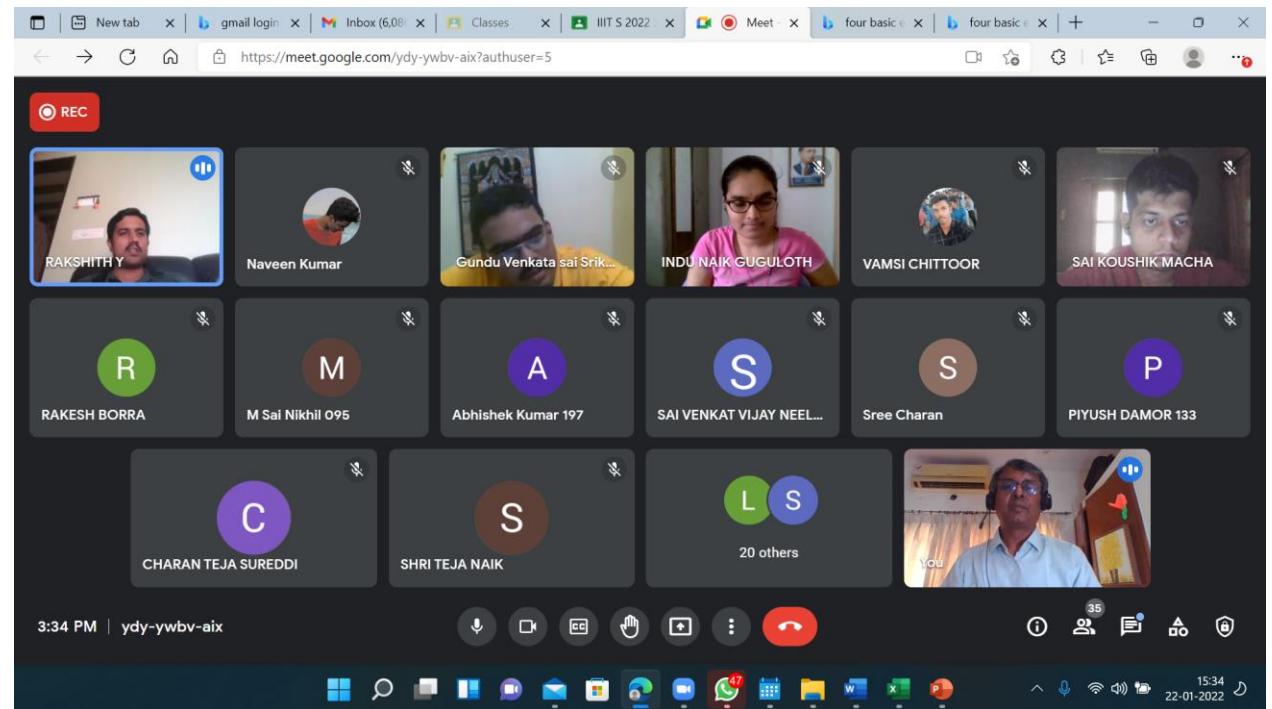


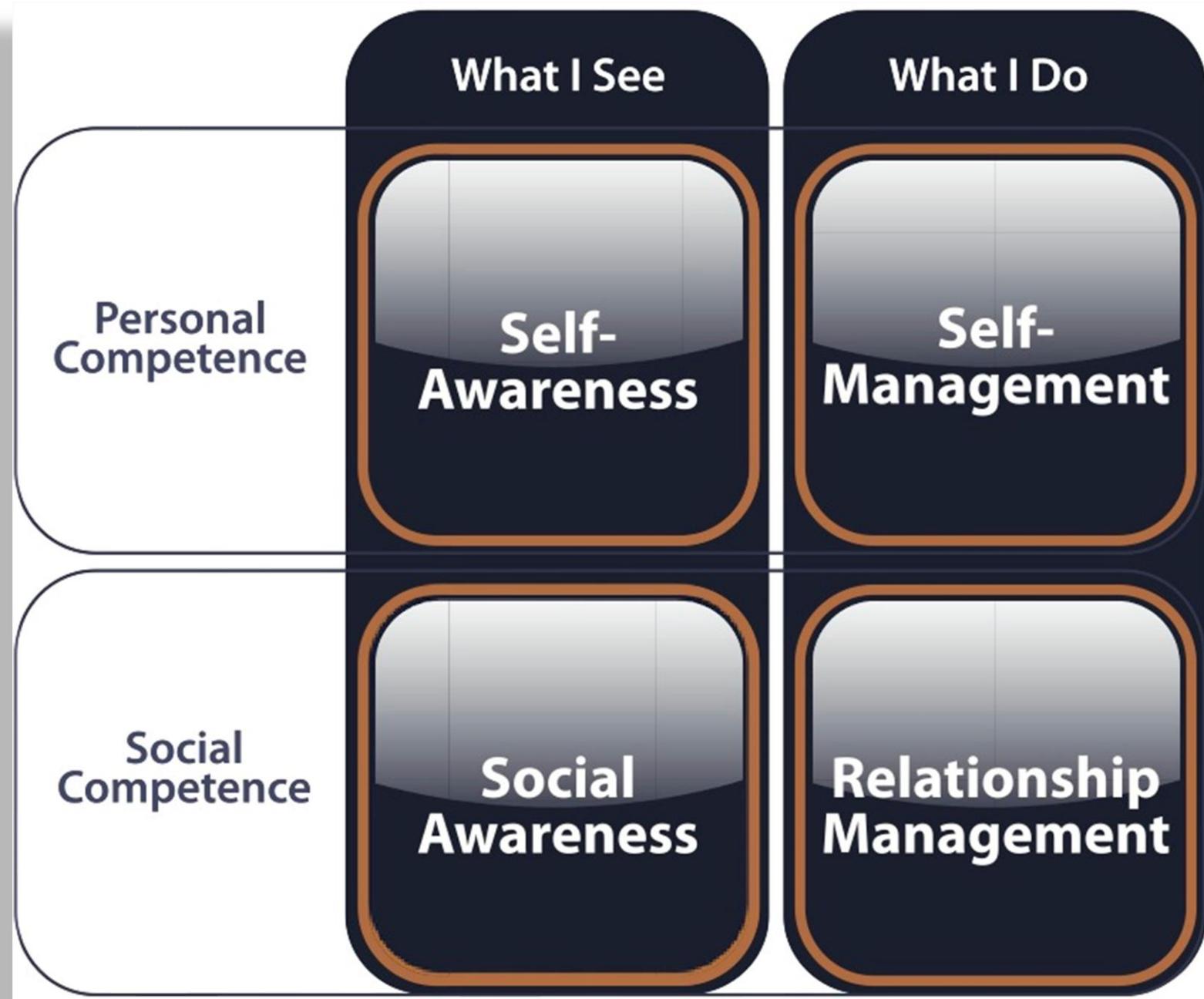
Understanding one self

- Tell the truth to yourself
- Write few strengths and weaknesses – like and dislikes of yourself
- Take a feedback from your friend.
- Take MBTI Test

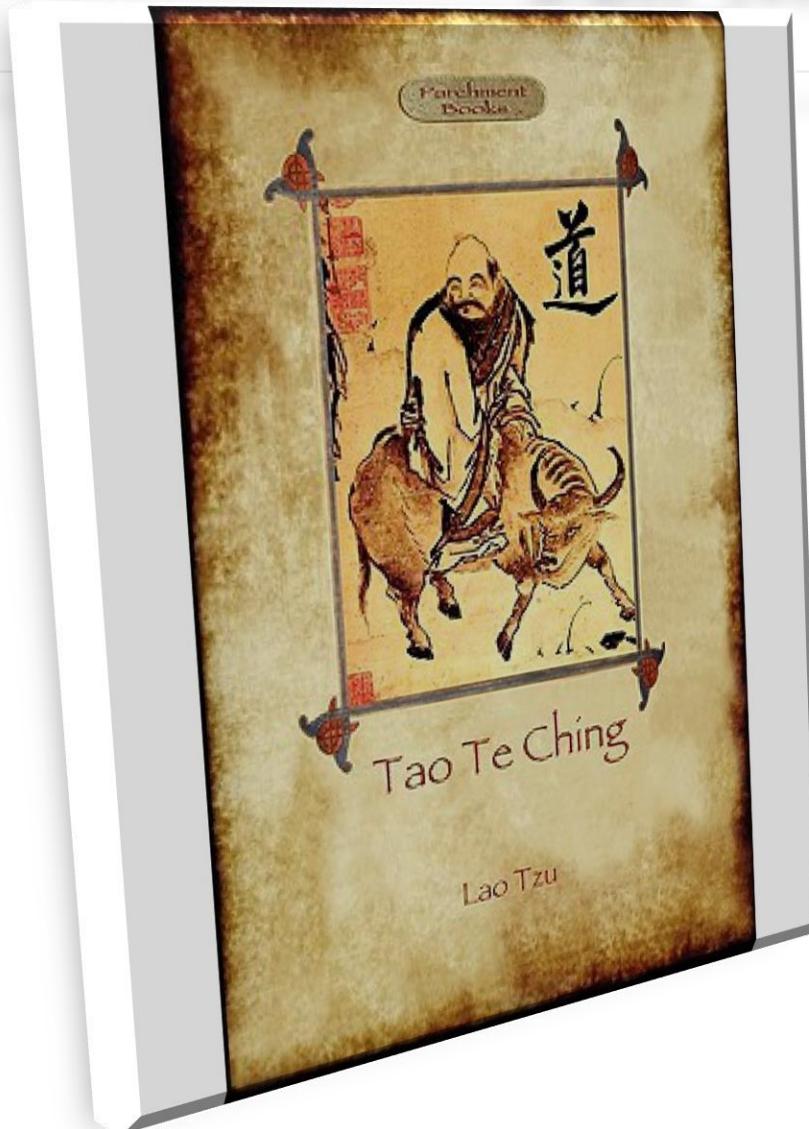
Yogesh S , GM HR, Teach M

- Keep the video on
- Update technology
- Keep learning
- Keep interacting
- Peer learning
- Niche technology /expertise
- Networking /connecting
- Extra curricular activities - differentiator





Self Management



**Knowing others is intelligence;
knowing yourself is true wisdom.
Mastering others is strength;
mastering yourself is true power.
([Tao Te Ching](#), 33, tr. S. Mitchell)**

Self Management

Mood Management

- Ability to use awareness of the emotions

Managing Time, Energy and work

- To actively choose what to say and do

Avoid unwanted addictive behaviour

- Develop increased capacity to respond to emotions effectively

Self Management

“It is easy to live your life like a leaf in the fall wind,

moving in whatever direction the wind blows that day.

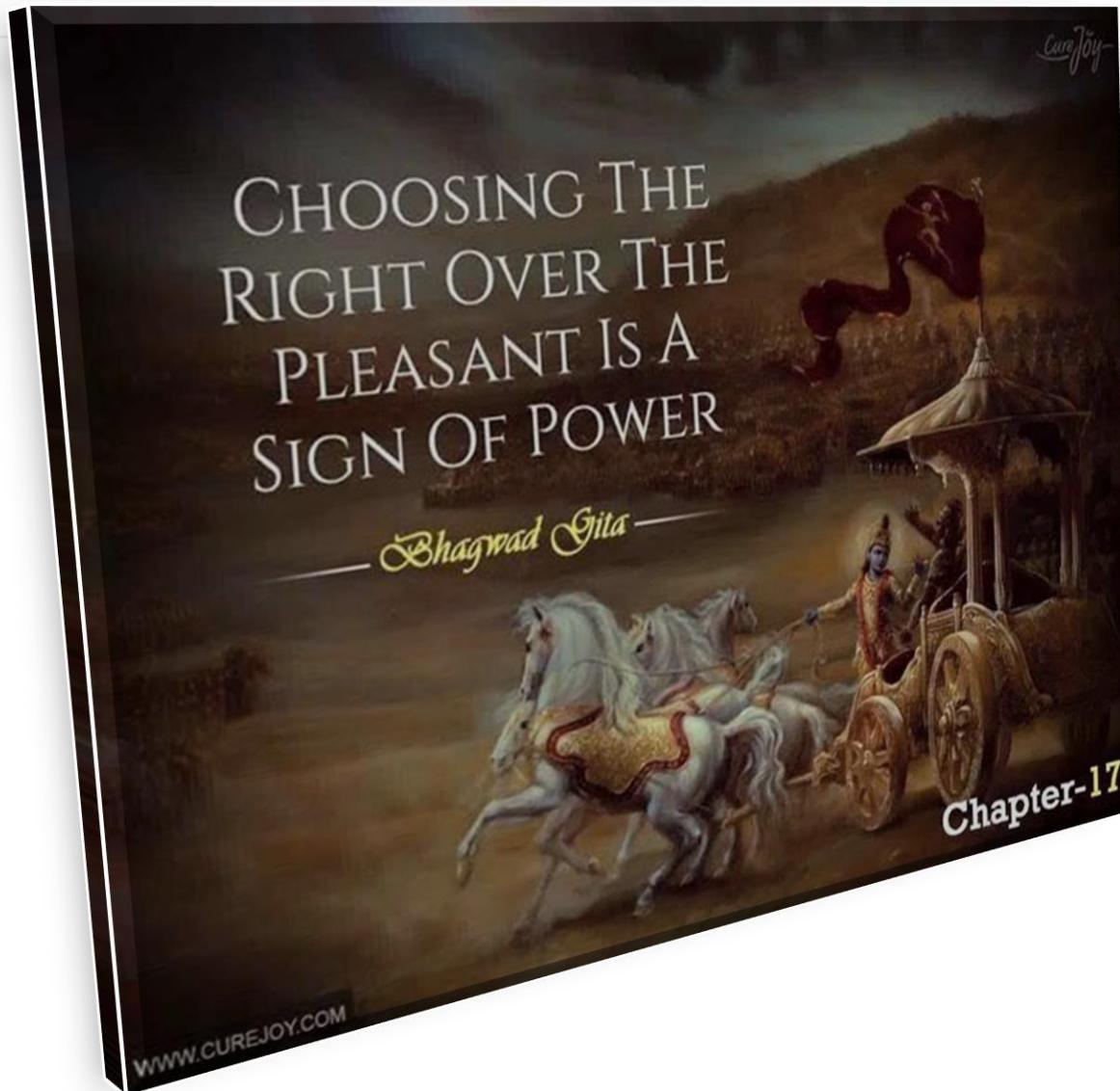
To create a great life, you must live more intentionally,

deliberately and passionately so that you live on

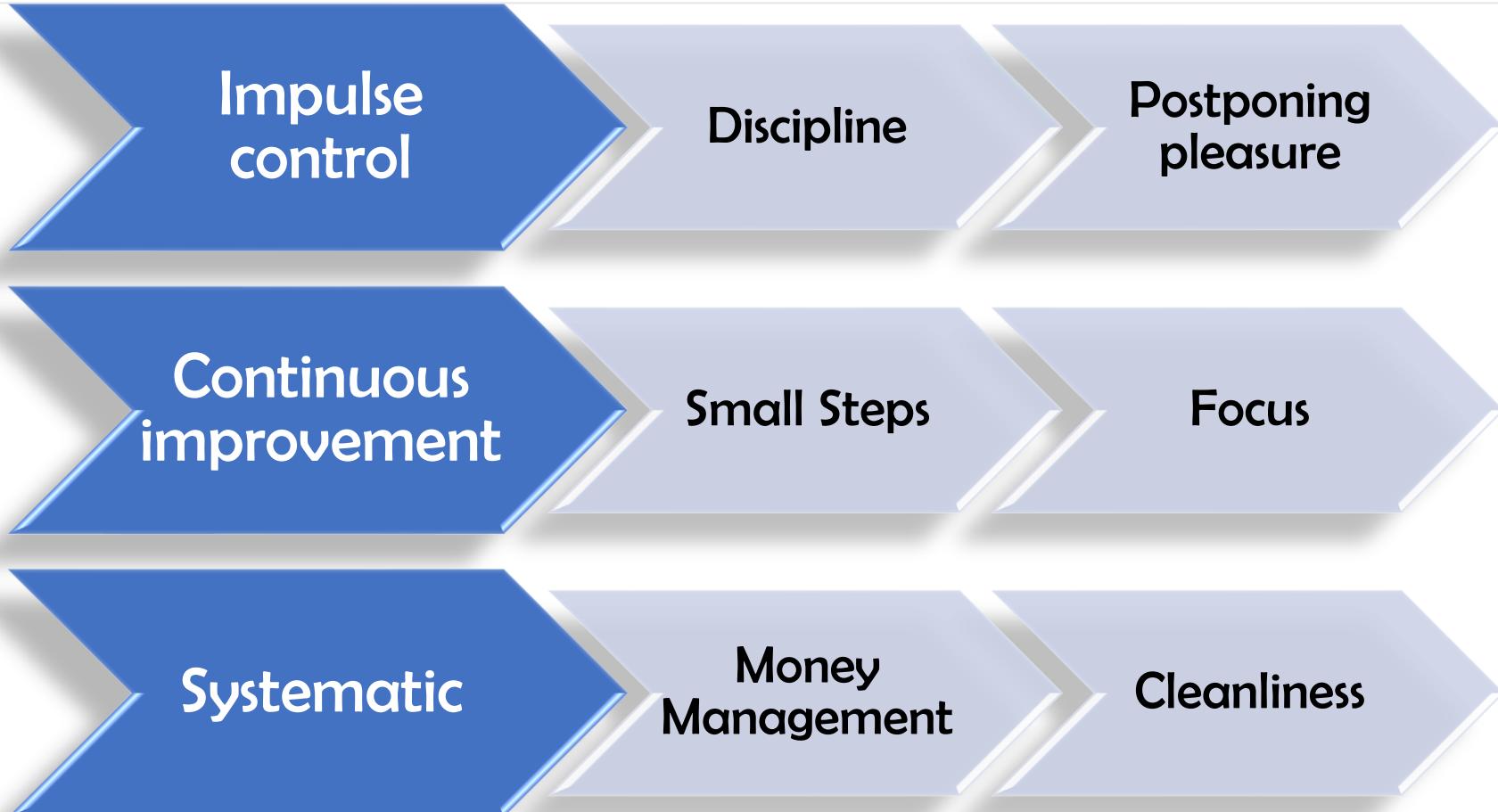
your own terms rather than on some one else’s” John C Maxwell



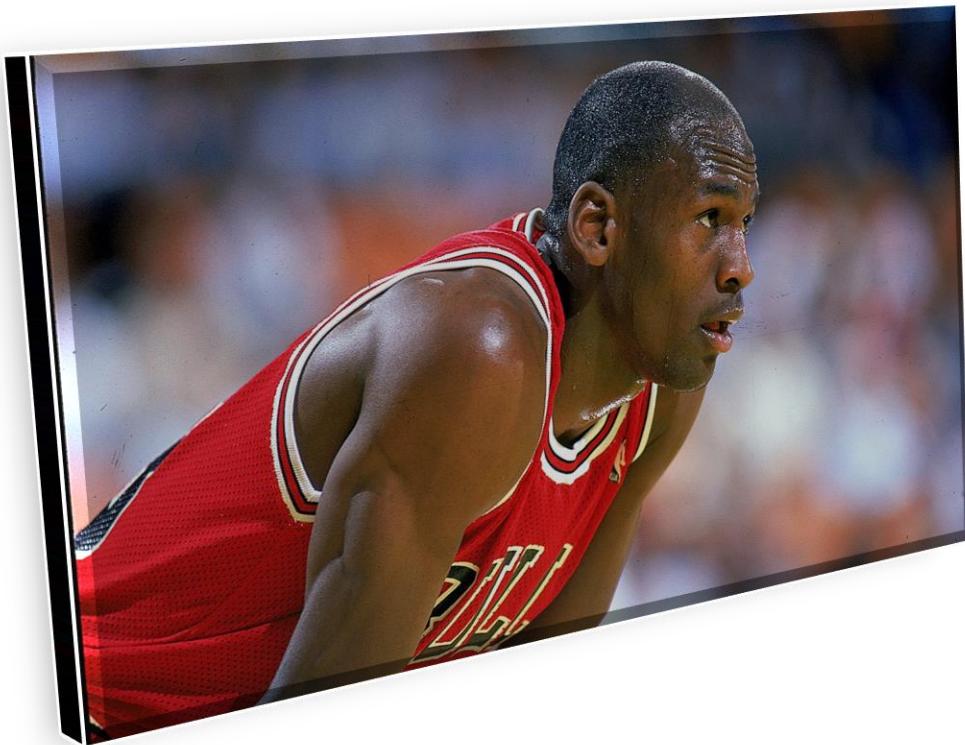
Self Management



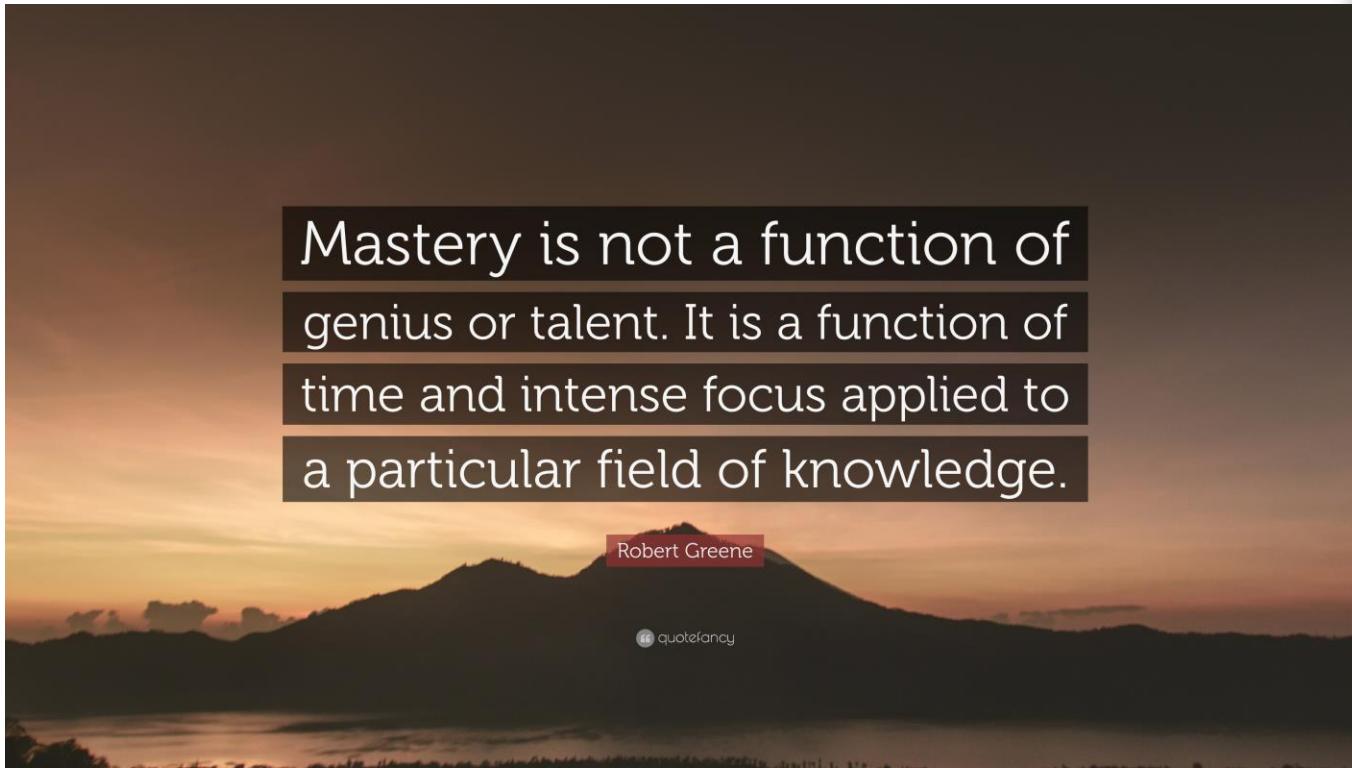
Self Management



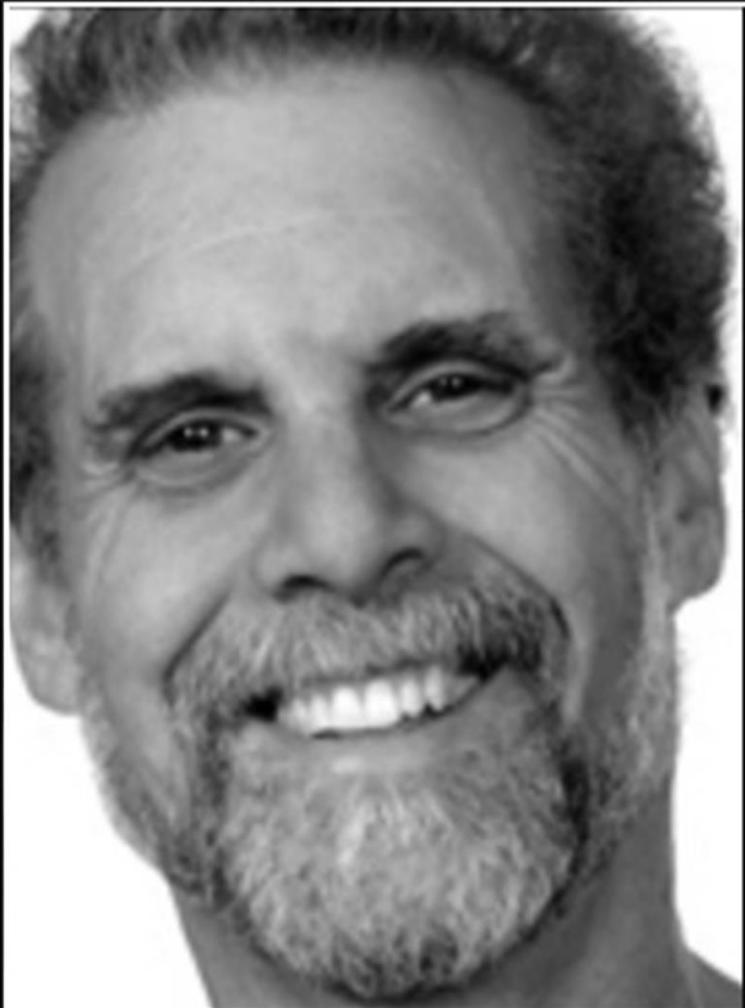
Michael Jordon and Deric Coleman



'Mastery' by Robert Greene



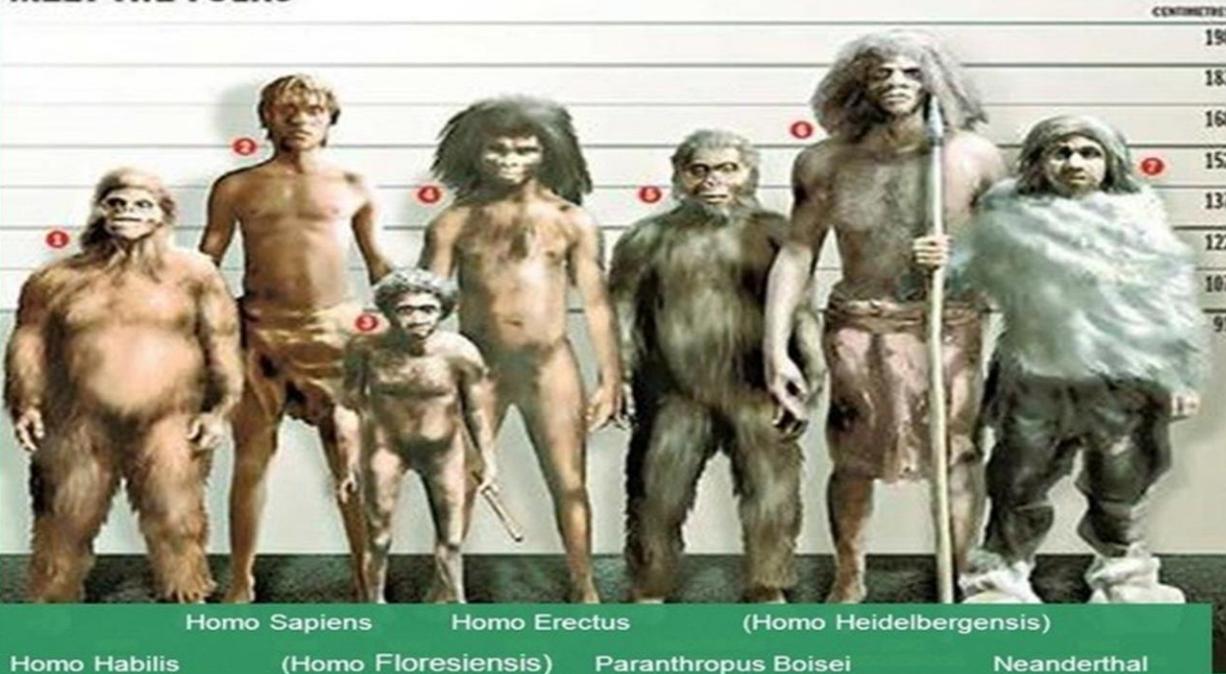
Social Awareness - Empathy



Empathy and social skills are social intelligence, the interpersonal part of emotional intelligence. That's why they look alike.

— *Daniel Goleman* —

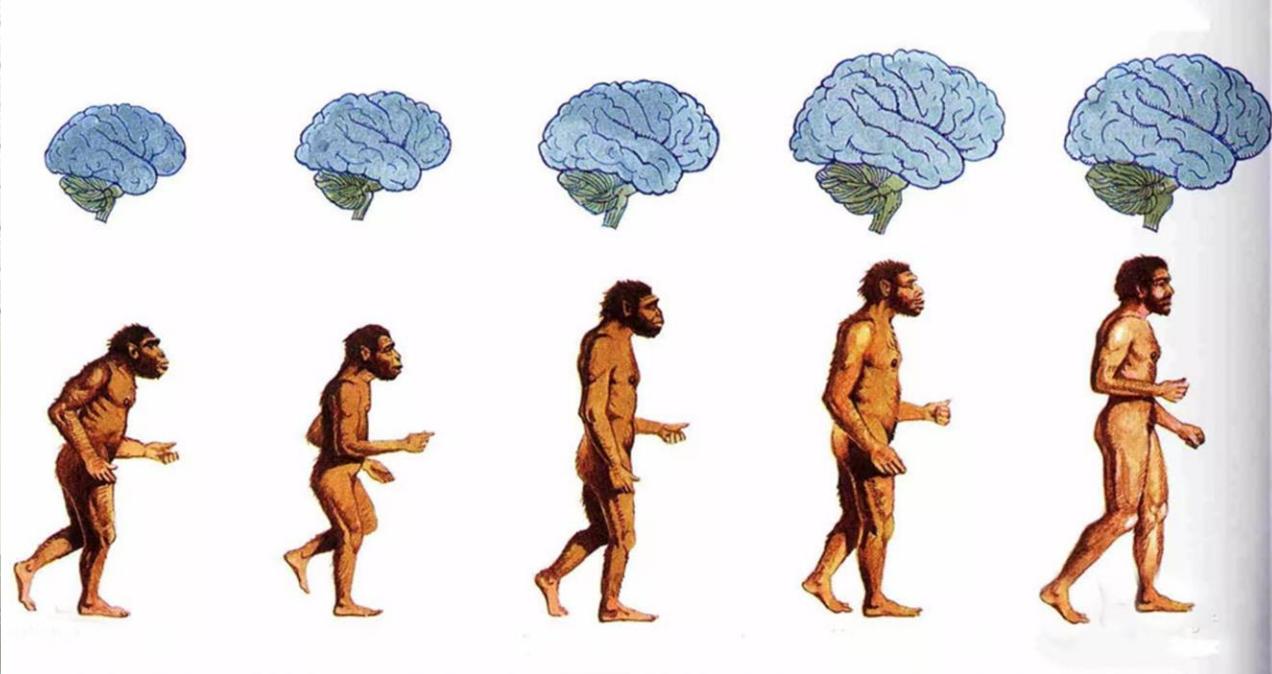
MEET THE FOLKS



Homo Habilis (Homo Floresiensis) Homo Sapiens Homo Erectus (Homo Heidelbergensis)
Paranthropus Boisei Neanderthal

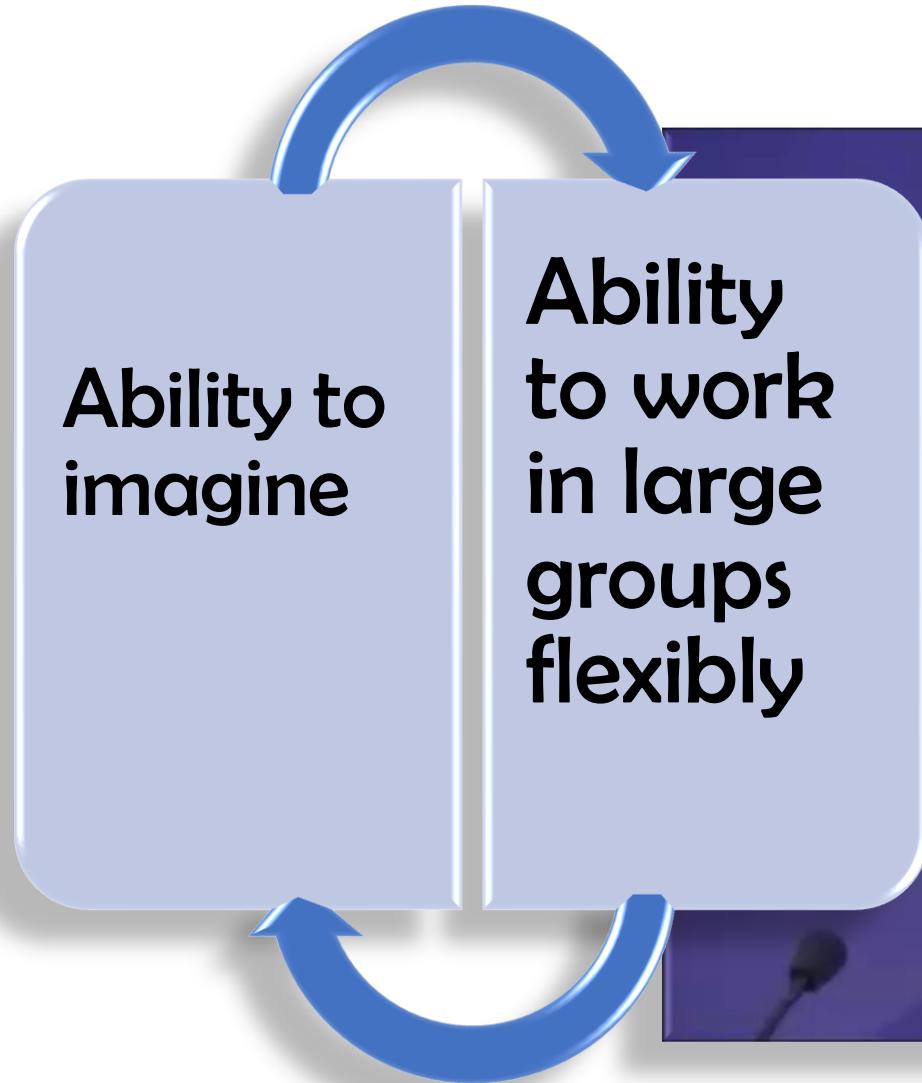


HEINRICH HARDER



Illustrations by Heinrich Harder
Illustration of animals by J. W. Gadow
Illustration of the brain by M. L. Kunkel
Illustration of the human figures by C. R. Swartz

How did we do it?



Won Over

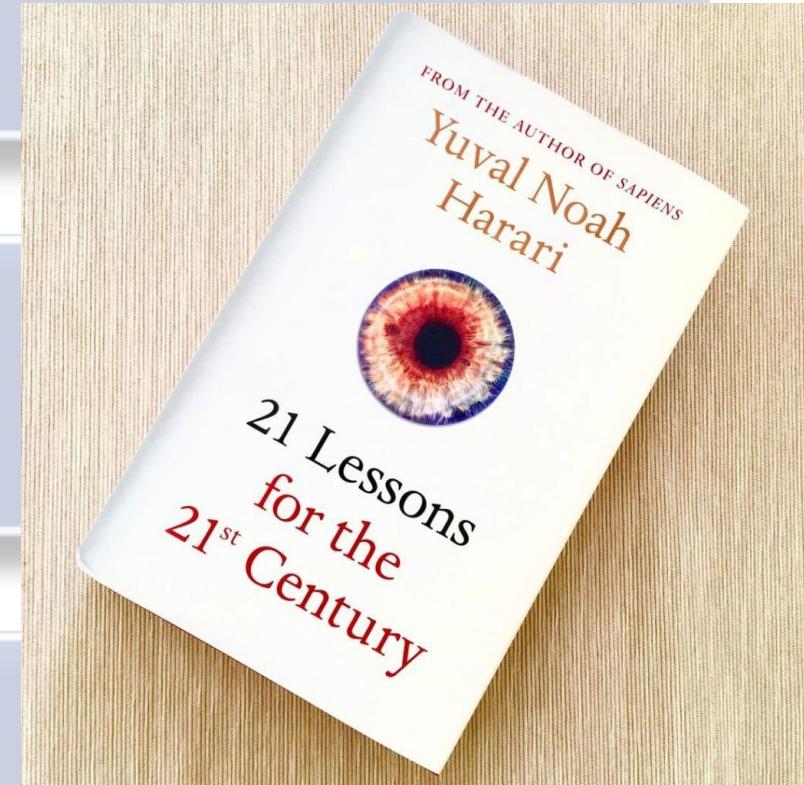
- Famine
- Plague
- War

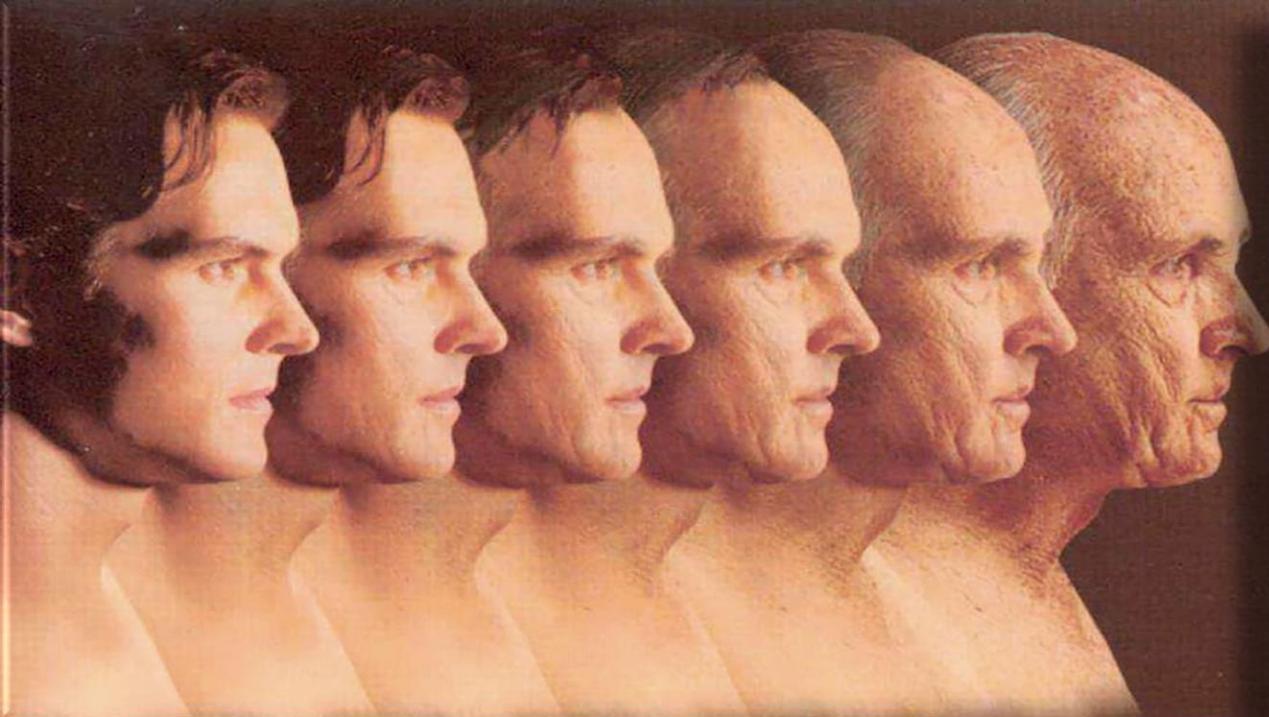
Challenges

- Climate Change
- Nuclear War
- AI & BT

Humanism
/Feelings

- Voter knows best
- Customer is right
- Beauty by beholder



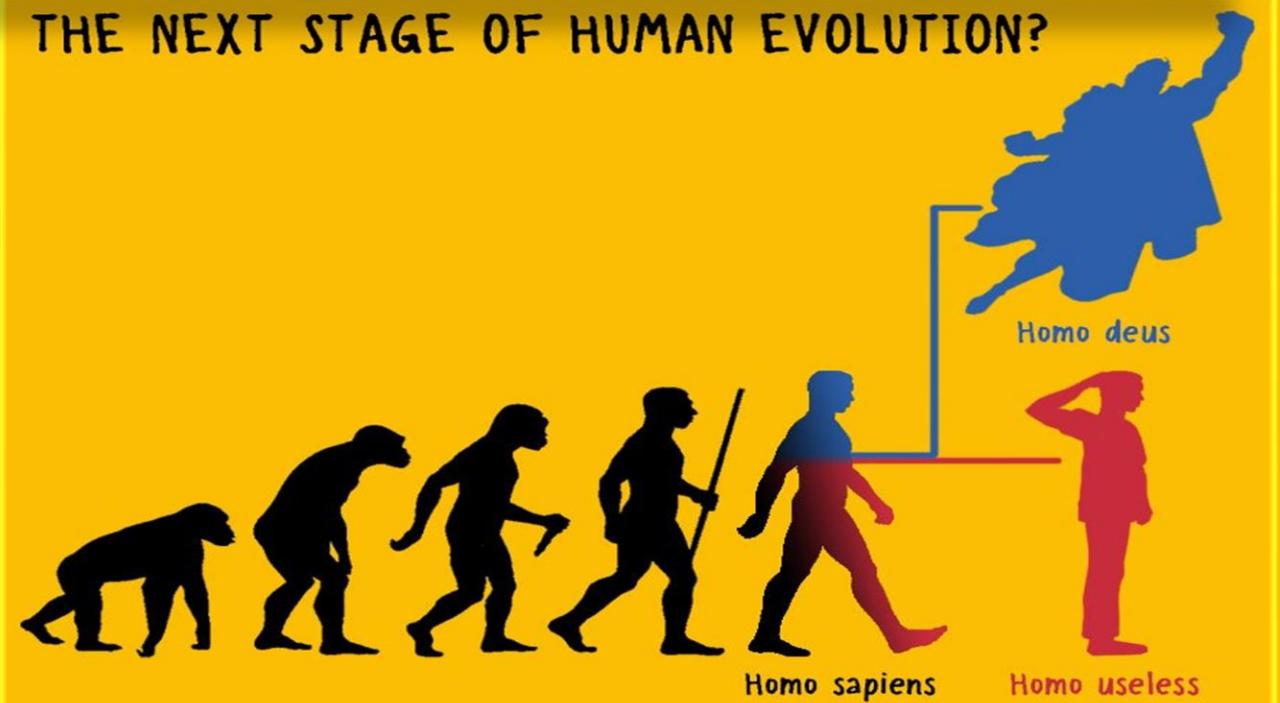


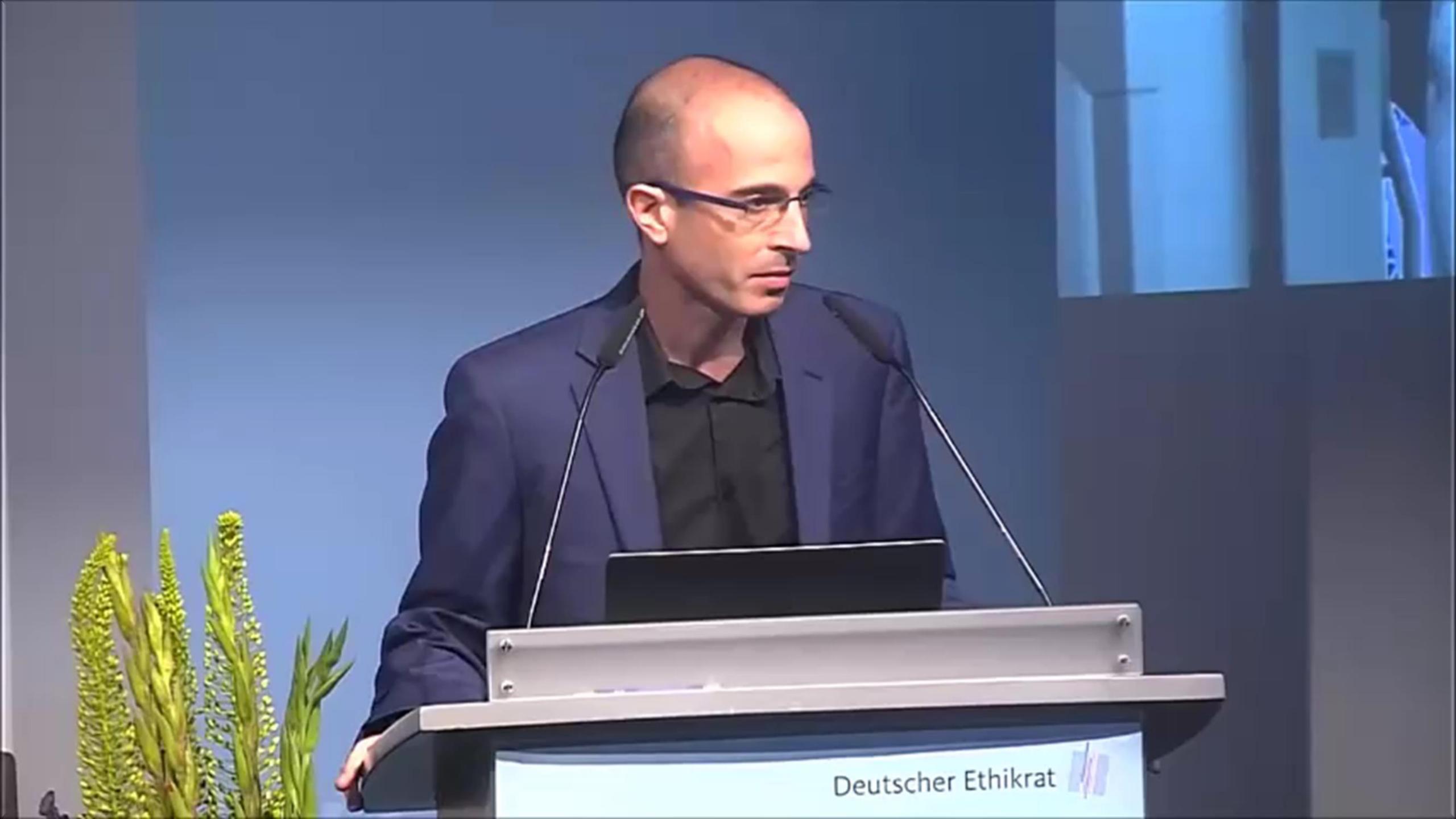
Homo Deus – A Brief History of Tomorrow
Yuval Noah Harari



Book review/summary by Eddy J. Schuemans

THE NEXT STAGE OF HUMAN EVOLUTION?





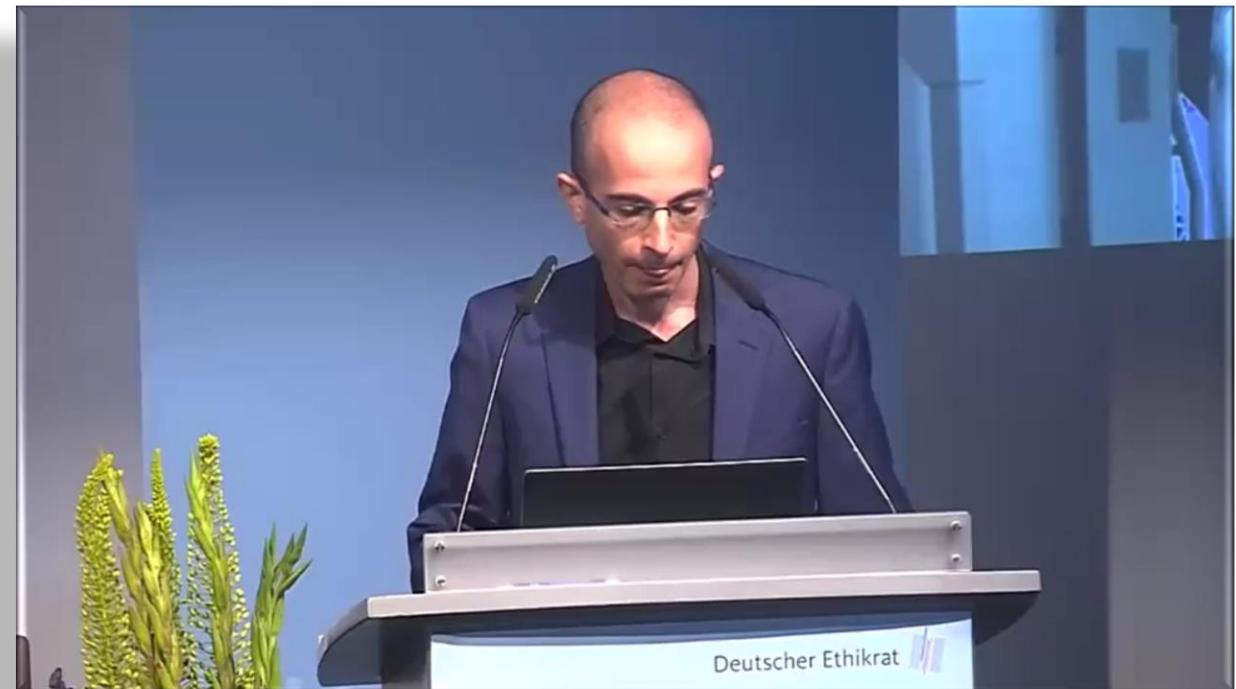
Deutscher Ethikrat

Information
Technology

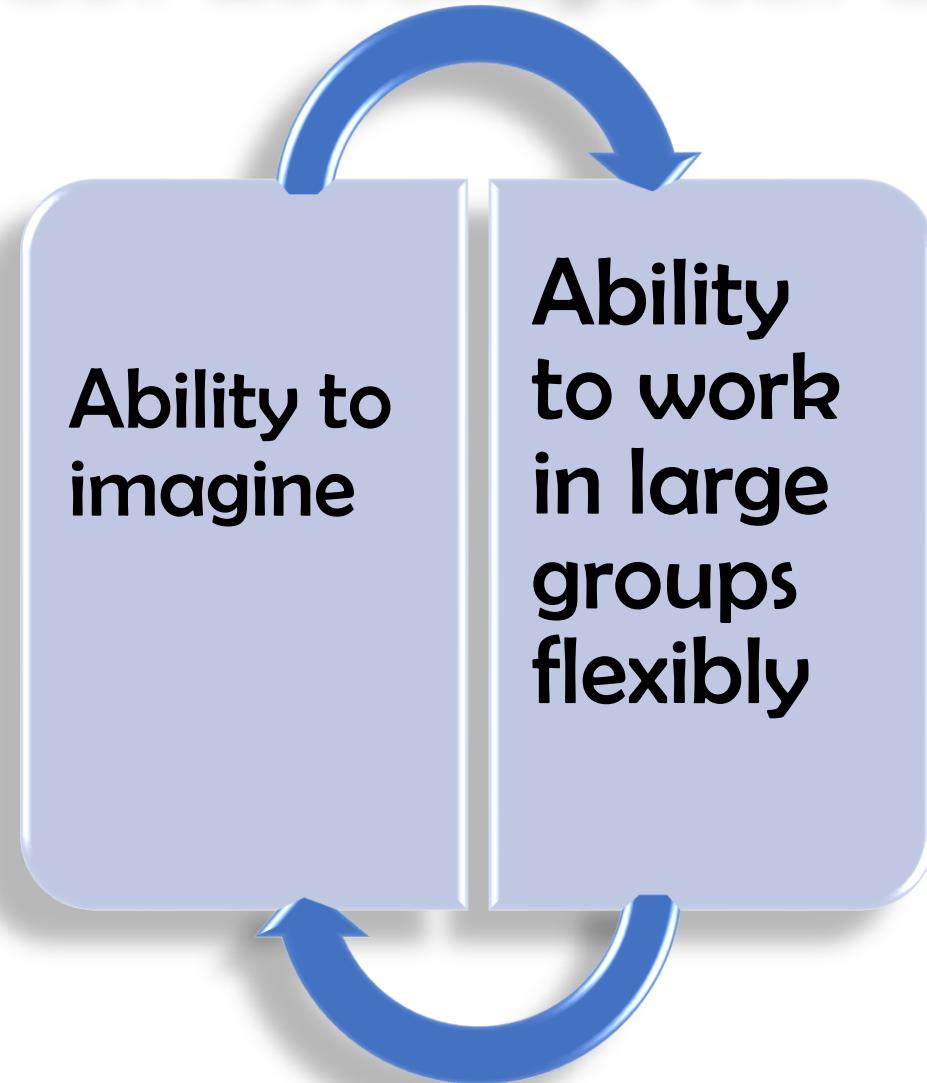
Bio
Technology

Feelings
and
emotions

- Computed
- Hacked
- Manipulated



What shall we do? Leverage our basic skills !

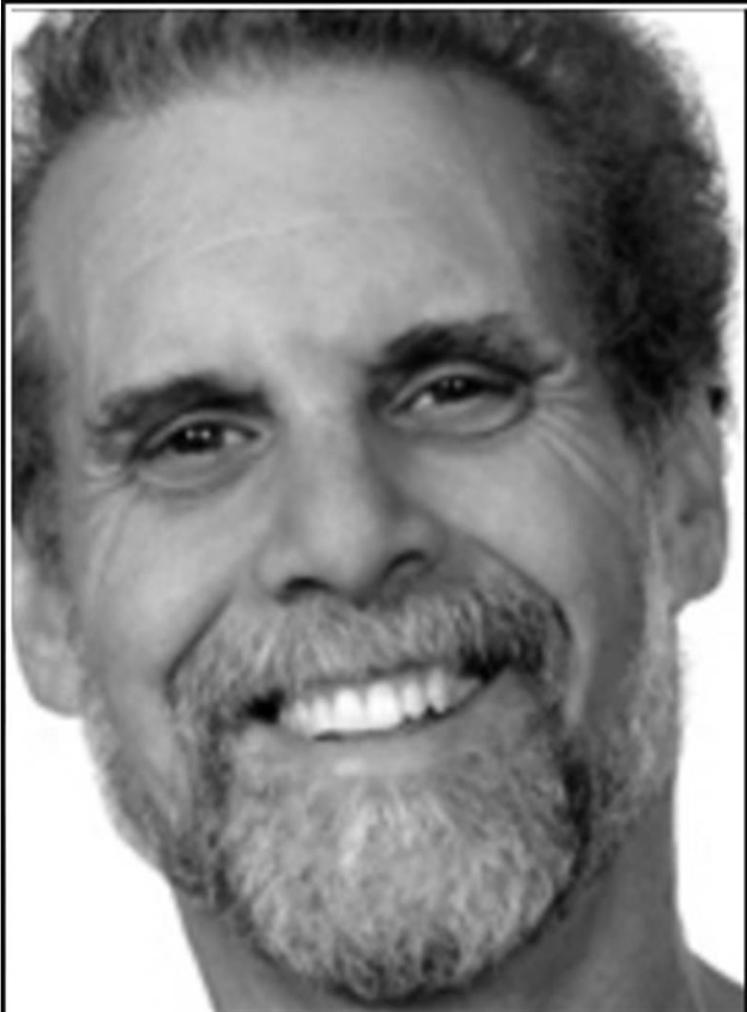


EMPATHY

The qualities
you need for
empathy

- Active listener
- Results & people oriented
- Not self-centered
- Recognize emotional boundaries

SOCIAL AWARENESS - EMPATHY



Empathy and social skills are social intelligence, the interpersonal part of emotional intelligence. That's why they look alike.

— *Daniel Goleman* —

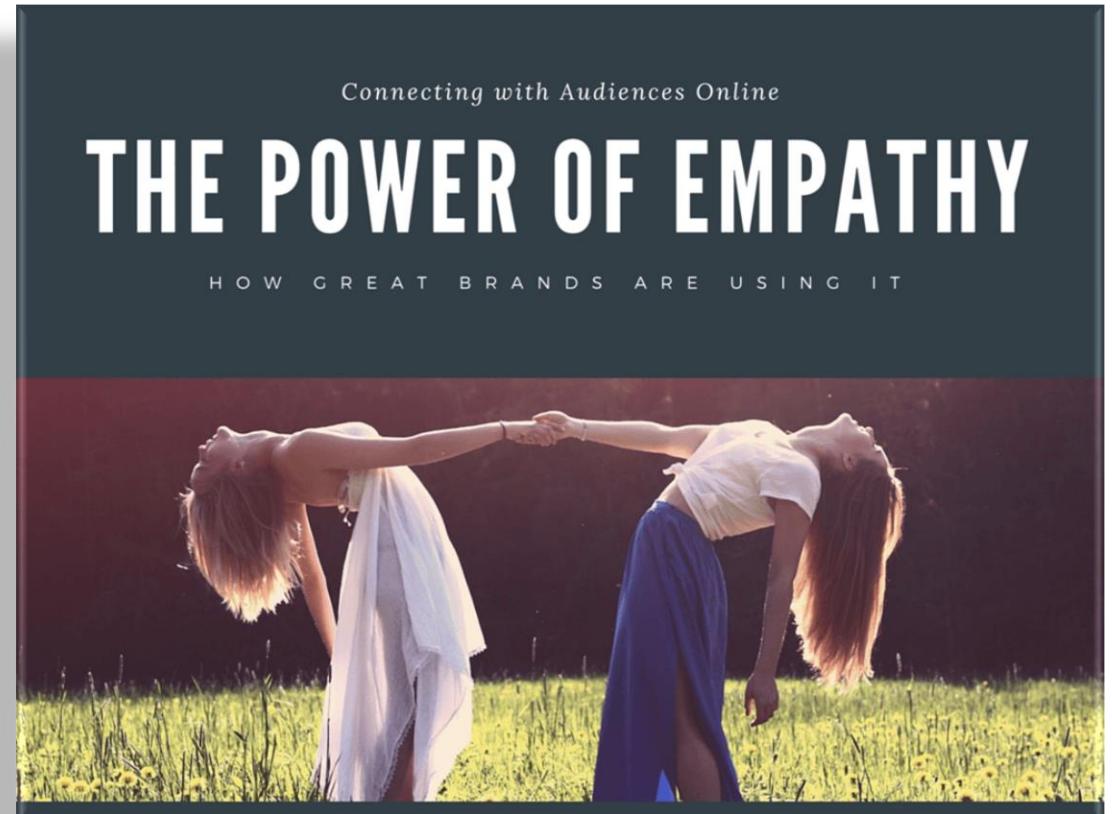
AZ QUOTES

Empathy

Empathy is a **superpower** —we need to practice it regularly, not on rare occasions.

Empaths are highly sensitive people that are spiritually open and good listeners— they are highly attuned to other people's moods, good and bad.

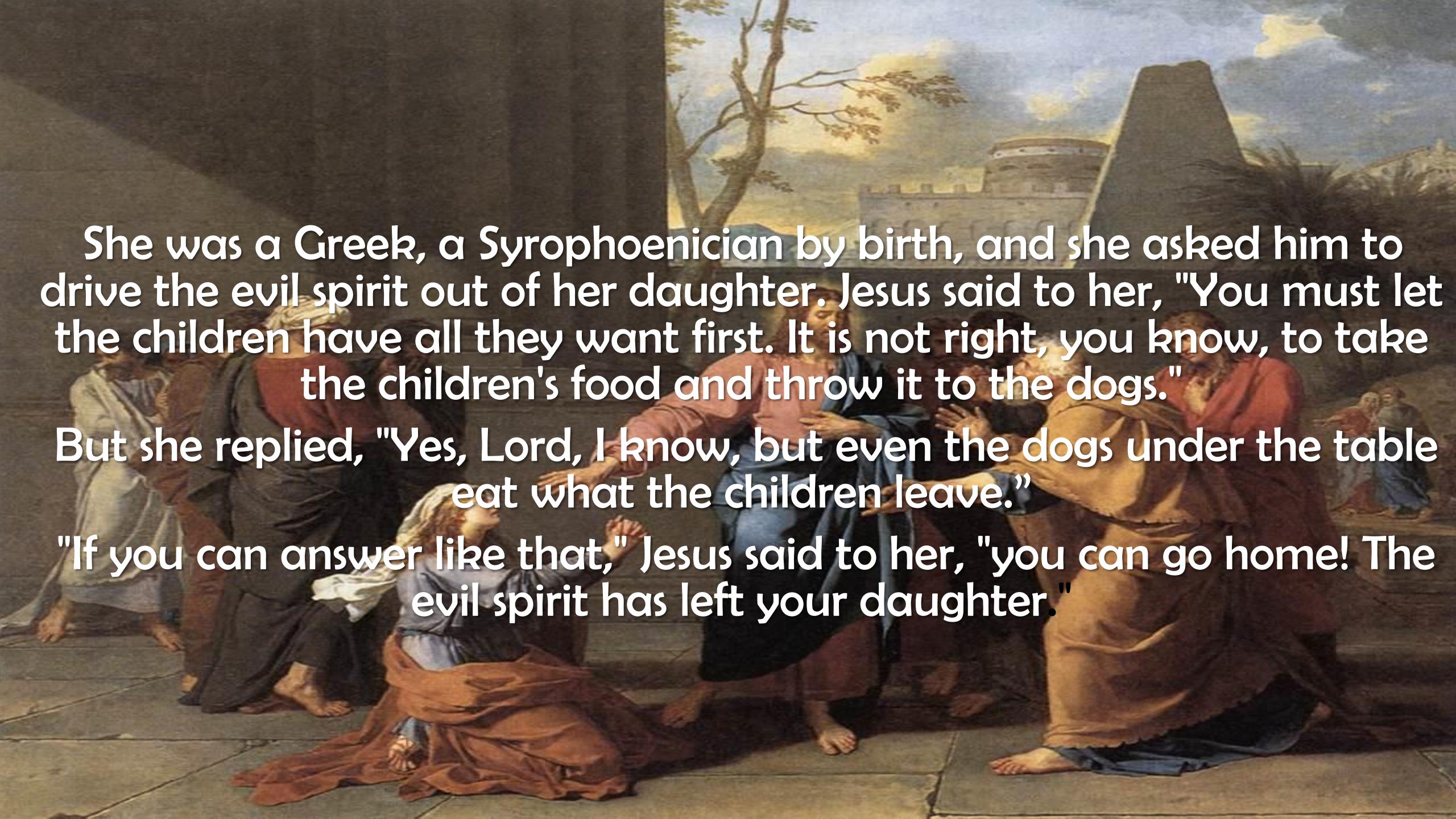
But don't write yourself off. We all have this superpower.



Social Awareness - Empathy



[Rajni thanking Aishwarya for working in ROBOT -Funny - YouTube](#)

A painting depicting a scene from the New Testament. In the center, a woman with dark hair, wearing a blue tunic and a yellow shawl, is kneeling on a stone floor, holding a small child. She is looking up at Jesus with a hopeful expression. Jesus, partially visible on the right, is gesturing with his hands as if speaking. In the background, there are simple buildings, trees, and a bright sky with clouds.

She was a Greek, a Syrophenician by birth, and she asked him to drive the evil spirit out of her daughter. Jesus said to her, "You must let the children have all they want first. It is not right, you know, to take the children's food and throw it to the dogs."

But she replied, "Yes, Lord, I know, but even the dogs under the table eat what the children leave."

"If you can answer like that," Jesus said to her, "you can go home! The evil spirit has left your daughter."

Relationship Management

"Don't criticize people,
and you will not be
criticized.

For you will be judged by
the way you criticize
others,
and the measure you
give will be the measure
you receive."

"I have never seen
Rahman say anything
bad about anyone,
even if he knows they
speak badly of him.

He just smiles and remains
silent."



“I have never seen Rahman say anything bad about anyone, even if he knows they speak badly of him. He just smiles and remains silent.”

ROY
STAG

Relationship

“Of course, I did get nervous when I had to record with him, especially since he records at an unearthly hour like three in the night. but he makes you feel as if you are AR Rahman and he is just an ordinary fellow”.





He gets the best from them because of his gentle demeanor, his lack of strictness and his civility. With Rahman, you feel wanted, they say.

Relationship

Singers say they never sound as good with others

As they do when they sing for Rahman,
Musicians say they never play as well as when they play for Rahman.



Relationship



Humility

Gratitude

Silence

[Amitabh Bachchan reacts to Justice Katju's comment in style;
Watch Video | वनइंडिया हिंदी - YouTube](#)

[Shah Rukh Khan @iamsrk 's Tips Of Success ~ Be Grateful -
YouTube](#)

Interviewing..

Why?





How?





LOUIS PHILIPPE

#InPursuitOfExcellence

Beginning



#InPursuitOfExcellence



LOUIS PHILIPPE

#InPursuitOfExcellence

Getting in





LOUIS PHILIPPE

#InPursuitOfExcellence

Direction



#InPursuitOfExcellence



#InPursuitOfExcellence

LOUIS PHILIPPE

Further...





LOUIS PHILIPPE



Probe



LOUIS PHILIPPE

#InPursuitOfExcellence



Tapper...





LOUIS PHILIPPE

#InPursuitOfExcellence



Thank you



Learnings from Skills For Employability Course

- Naveen Kumar (S20190010078)
- Aravind Challa (S20190010169)
- Sathwik Rao (S20190010189)

Learnings from session - 1:

- Got to know a higher level idea of how the interview process takes place after watching the videos of two people from the industry.
- Main skills for employability are making a good resume, writing good cover letters, selling ourselves, presentation skills, group discussions..etc
- We need to listen carefully, listening is a very important skill for not only employees but also everyone.
- We need to express our thoughts carefully.
- And the most important thing is practice, we will get rid of fear when we practice.
- We need to improve our personal branding on platforms like linkedIn.
- Time sense is very important, be punctual!.
- We need to have a positive attitude, we need to have empathy- how interested are you to solve the company's problem.
- We should be aware of ourselves and also we should have a learning attitude.

Learnings from session - 2:

- In this class we were discussing self awareness.
- We were told about the music band who were very famous and together for many years, they made many blockbuster albums, when they decided to part their ways then they made a song.
- Main point here is to make us aware that we really know ourselves.

- So, we were asked to write about ourselves on a piece of paper that is to write positives and negatives about ourselves.
- And then we should send this to our friend and check how accurate it was.
- We were asked to take the MBTI Personality Test.
- At the end of session a Guest named Yogesh came and explained about the interviews that is HR.

Learnings from session - 3:

- We spoke about Resume Making in this session.
- We were shown Do's and Don'ts about in the Resume.
- Resume should be a one page resume.
- We need to have bullet points
- We should not have typos in our resume (indicates carelessness).
- We were told that resumes are looked at first, then read, if it is good looking.
- We need to align the text, maintain consistent font size, font style..etc
- It's not a good idea to send the resume in word format, better send it in pdf format.
- We were even introduced to the innovative idea of Video Resume, through which we can enhance our professional game.
- At the end of the session there was a guest who spoke about LinkedIn.
- The guest mainly spoke about maintaining your LinkedIn profile
- Using websites like Canva for choosing the templates.
-

Learnings from session - 4:

- We spoke about Self Management like Time punctuality.
- Learned about Empathy and Social Awareness.
- We learnt that "It all starts with you", we are the one who is responsible for everything.
- We discussed about the book named **Mastery** where the author explains the importance of self-mastery.

- We also discussed the importance of emotional intelligence.
- We learnt a little bit about human evolution, how we humans evolved.
- At the end of the session Guest talked about what people see in interviews like honesty, fast learning and how the person who has been interviewed would be helpful for the company for which he is being applying.
- The ability to learn quickly, and the ability to learn is really important.

Learnings from session - 5:

- In this session, we spoke about empathy.
- How to handle hard sudden situations in life.
- The qualities required like being an active listener, not self-centered and several other qualities.
- We explored more about empathy as a superpower, why do we need to have it?
- How do people with empathy behave and what skills or moods do they carry?
- We also learned about relationship management and for what kind of things we will be judged and criticized.
- We saw how different people dealt with relationship management and their learnings from their real life experiences.
- We also learned what qualities we should possess to make our relationships stay longer like Gratitude, Humility and Silence.

Learnings from session - 6:

- We spoke about perspectives. How opinions and ideas differ from one person to another.
- We learned how important it is to listen to others and always pay attention while someone's talking so that we can know about their perspective about any given topic.
- Then, we took a case of two cargo clashes and were asked to speak about it from the pilot's point of view and it was really interesting.

- We also had an amazing group discussion about the above case and tried to make good meaningful arguments and learned about each other's perspective about the topic.
- So we finally learned it is really necessary to be in each other's shoes and think from their point of view about things they are talking about to get a more relatable sense of what they are talking about.

Learnings from session - 7:

- In this session we spoke about interviewing.
- Why is it important to have confidence and know some professional etiquette before attending an interview?
- How to speak, how to sell yourself in an interview and how important are these skills to crack an interview.
- How should you start talking about yourself and how you should begin your interview
- Some normal things about getting in and some professionalism.
- We also had a couple of mock interviews with students and some learning from their mistakes. The session has been really informative and we came to learn a lot from the mock interview