

Learnings from Skills For Employability Course

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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 snow 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.
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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