# Placement Team Workshop

*Early Career Awareness, Resume Basics & Industry Exposure*

## 1. Event Overview

**Event Title:**
Placement Team Workshop – Early Career Awareness & Industry Orientation

**Organised By:**
Placement Team, ITM Skills University

**Target Audience:**
1st Year & 2nd Year B.Tech CSE Students

**Mode:**
Offline

**Duration:**
2 Hours

**Resource Person:**
Industry Expert / Corporate Professional

## 2. Objective of the Workshop

The objective of this workshop is to **introduce early-year students to industry expectations, professional mindset, and basic career preparation**, helping them understand how to gradually build skills and profiles from the beginning of their academic journey.

Specific Objectives:

- Create awareness about **industry culture and expectations**
- Introduce students to **resume fundamentals** (early-stage)
- Improve communication and confidence for professional interactions
- Guide students on **skill development and learning roadmap**
- Help students avoid common mistakes made during early college years

## 3. Rationale / Need for the Workshop

First and second year students often:

- Are unaware of industry requirements
- Lack clarity on skills to focus on early
- Do not understand the importance of projects, internships, and communication
- Delay preparation until final year

This workshop aims to **build awareness early**, enabling students to make **informed academic and career choices** throughout their degree program.

# 4. Pre-Event Planning & Preparation

## 4.1 Planning Phase

- Identification of a workshop topic suitable for **1st and 2nd year B.Tech CSE students**, focusing on early career awareness and skill development
- Finalisation of the industry expert/resource person
- Finalisation of event date, time, and offline venue
- Planning and coordination of offline event requirements

## 4.2 Promotion & Registration

- Designing and circulation of the official event poster
- Creation of an online registration form for interested students
- Sharing event details through official student communication channels
- Monitoring and tracking student registrations

## 4.3 Student Preparation

- Informing registered students to carry:
  - Notebook and pen for note-taking
  - Basic resume (optional, if already prepared)

## 4.4 Logistics Arrangement

- Arrangement of projector and display screen
- Arrangement of microphone and audio system
- Seating and classroom setup
- Attendance sheet preparation
- Feedback form creation and collection plan
- Arrangement for event photography

# 5. Event Flow (2 Hours)

## 1. Student Registration & Entry (10 Minutes)

**Time:** 00:00 – 00:10

- Student entry and attendance marking
- Seating arrangement
- Soft opening slide displayed on projector

**Responsibility:**
Placement Team – Registration & Coordination Team

## 2. Welcome & Event Introduction (10 Minutes)

**Time:** 00:10 – 00:20

- Welcome address by Placement Team representative
- Brief introduction of the workshop objective
- Introduction of the resource person
- Outline of session flow

**Responsibility:**
 Placement Team – Anchoring & Coordination

## 3. Industry Orientation Session (25 Minutes)

**Time:** 00:20 – 00:45

- Overview of the IT industry and career paths
- Industry culture and expectations from students
- Skills required from early academic years
- Importance of consistency and learning mindset

**Responsibility:**
 Industry Expert

## 4. Resume Basics for 1st & 2nd Year Students (30 Minutes)

**Time:** 00:45 – 01:15

- Purpose of a resume at early career stage
- Resume structure suitable for first and second year students
- How to showcase academics, skills, certifications, and mini projects
- Common resume mistakes to avoid

**Responsibility:**
 Industry Expert

## 5. Communication & Professional Skills Session (25 Minutes)

**Time:** 01:15 – 01:40

- Importance of communication in technical careers
- Professional etiquette in college and internships
- Body language and confidence building
- How to present oneself in formal environments

**Responsibility:**
 Industry Expert

## 6. Interactive Q&A and Career Guidance (20 Minutes)

**Time:** 01:40 – 02:00

- Student queries and discussions
- Guidance on:
  - Skill development roadmap
  - Projects, competitions, and internships
  - Learning resources and best practices

**Responsibility:**
Industry Expert with Placement Team moderation

### 7. Closing & Formal Wrap-Up (10 Minutes)

*(Can be adjusted within last session time)*

- Summary of key takeaways
- Vote of thanks
- Feedback collection
- Group photograph

**Responsibility:**
Placement Team

## 6. Expected Outcomes

- Early awareness of industry expectations
- Improved communication confidence
- Basic understanding of resume building
- Clear roadmap for skill development
- Better preparedness for future academic and career decisions

## 7. Conclusion

The workshop successfully introduced first and second year students to **industry orientation, professional mindset, and early career preparation**, helping them understand the importance of starting early without creating placement pressure.