

# Skills for Employability

## March Towards 06

# **Skills for Employability**

Soft skills for employability

Group Discussions

Resume and CV

Writing cover letters

Interview Skills

Presentation skills

# Evaluation Scheme

End term 40 %

Assignments  
20%

Class  
Participation  
20%

Speaking  
Assessment  
20%

# 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



# 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.

How Successful People Become Even More Successful!

## What Got You Here Won't Get You There



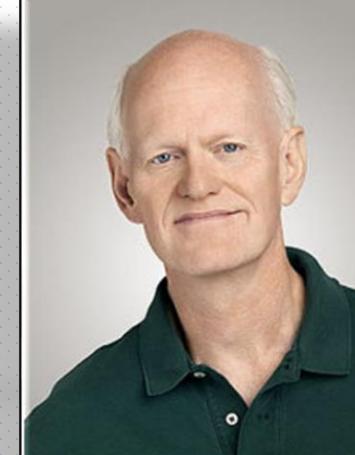
MARSHALL  
GOLDSMITH  
WITH MARK REITER

Read by Marc Cashman

"...Marshall's proven improvement process ROCKS!"  
—Alan Mulally, CEO, Ford Motor Company



AN UNABRIDGED PRODUCTION



What got you here won't get you there.

— Marshall Goldsmith —

AZ QUOTES



# Expectation Mapping

Expectation from  
the market



# **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

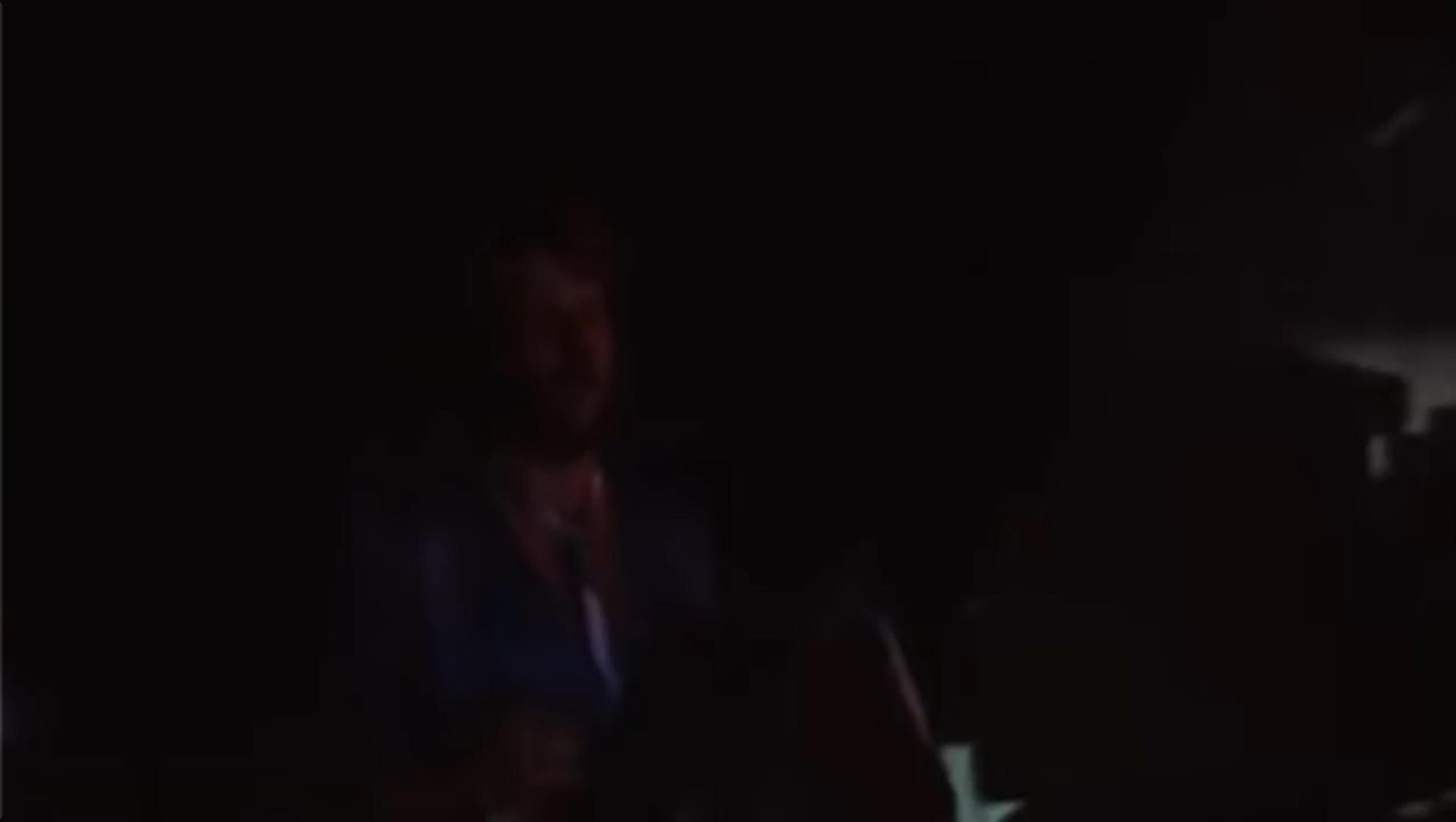


**SELF AWARENESS..**



**Knowing me, knowing you? Are you sure??**







zenoapp.io  
Free personal growth app

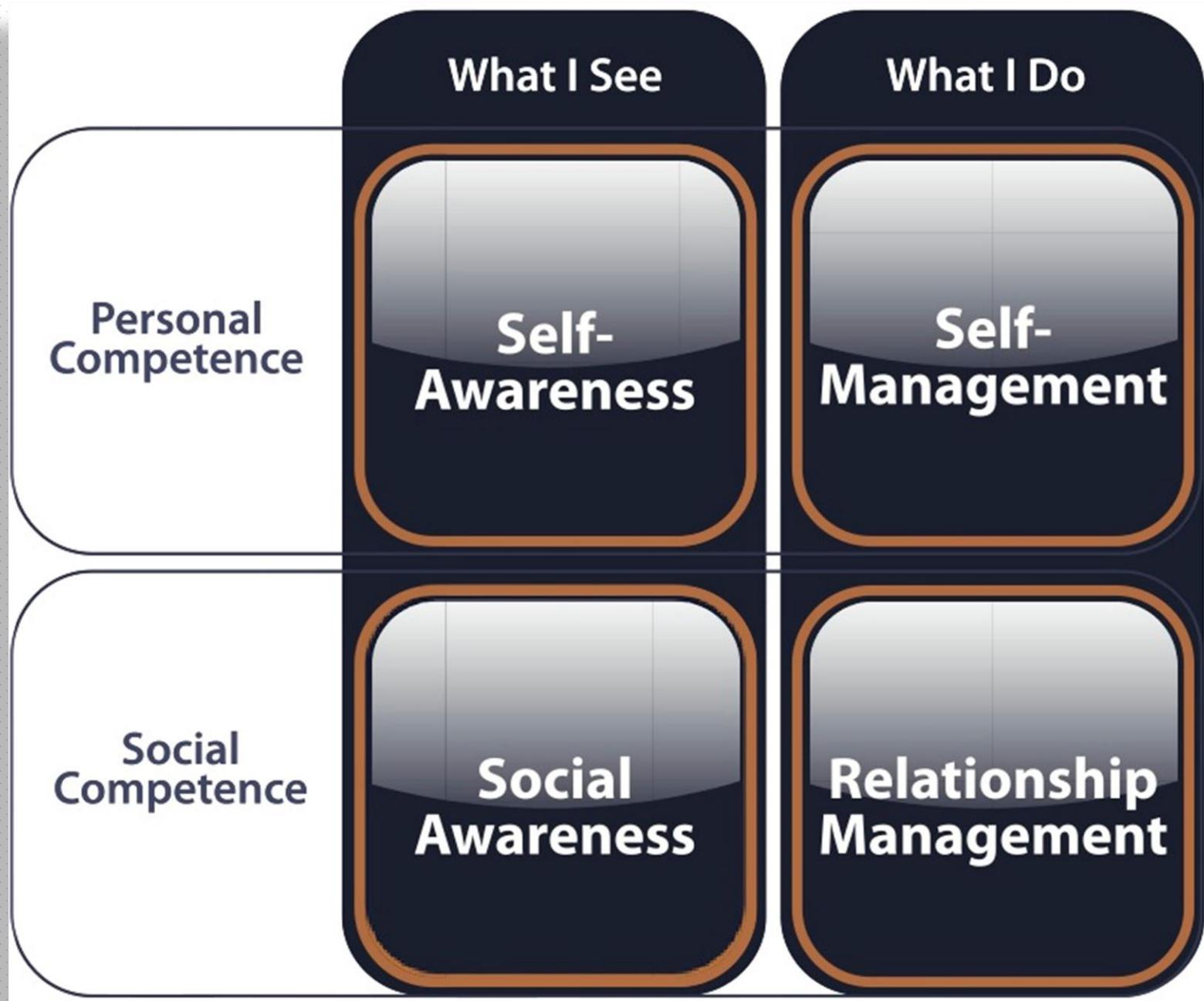
# Self Awareness

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



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OFFICES

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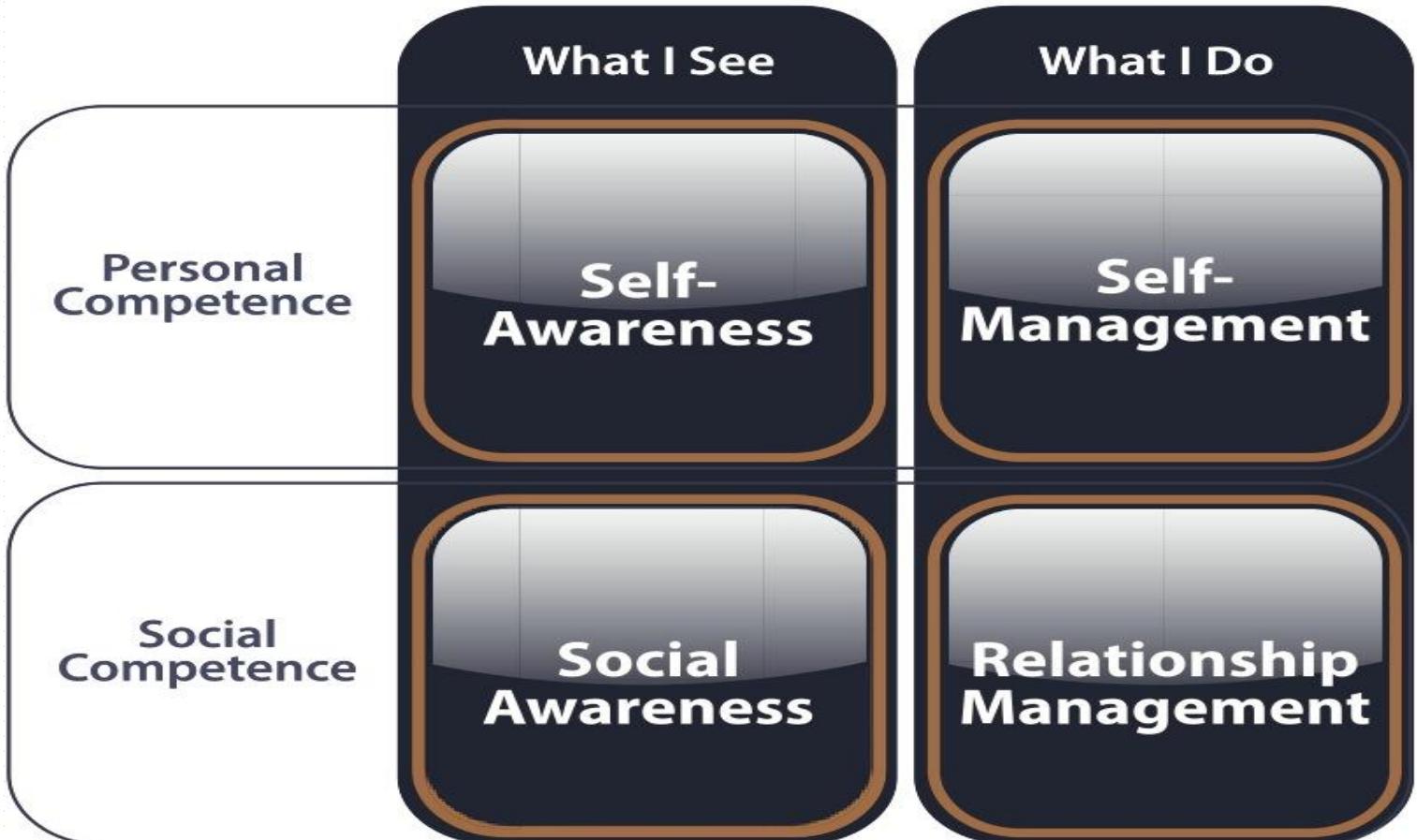




tvo

# Group Discussion

- **Self Management**
- **Understanding Others**
- **Relationship Skills**





# ‘Self Awareness’ to ‘Self Management’

Awareness

Challenges

Strengths &  
Weaknesses

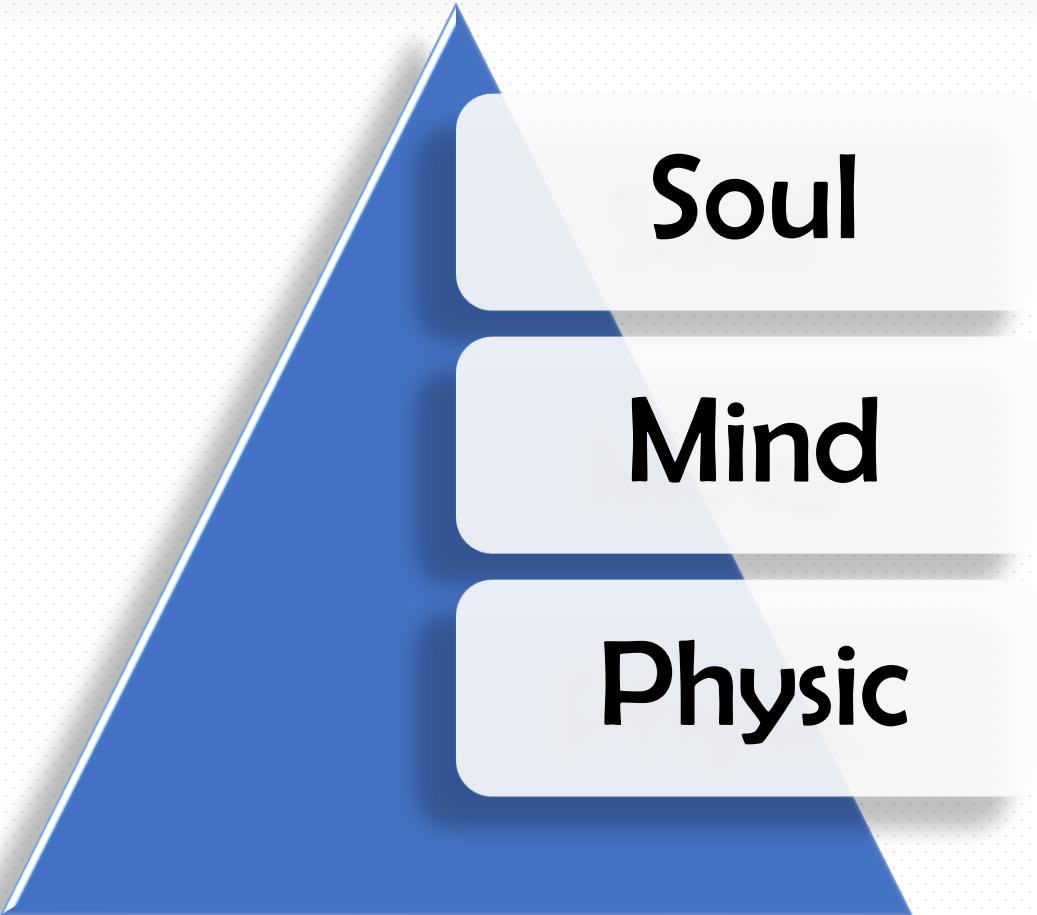
Calling

Distractions

Discipline

Mastery

# Dimensions to Self Management

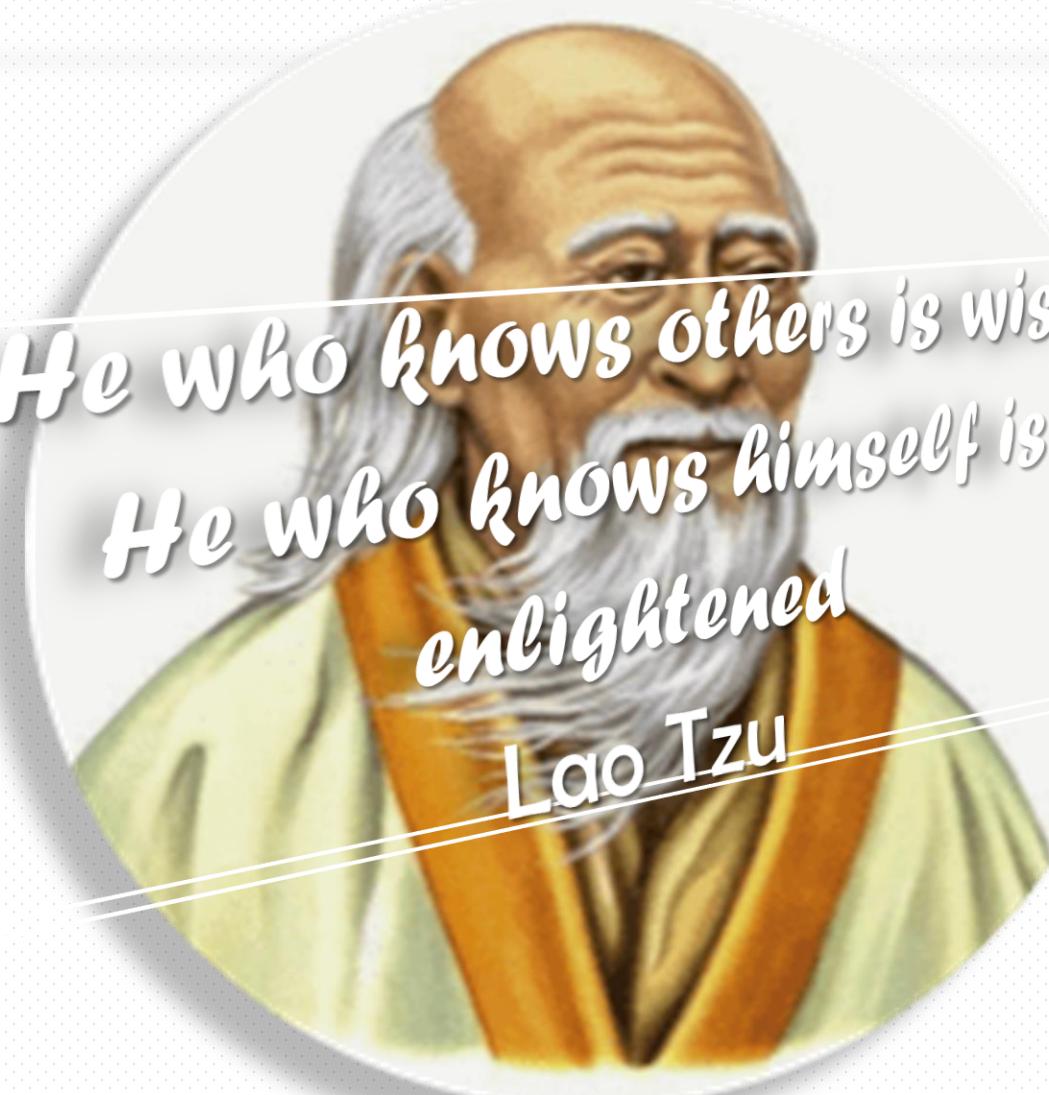


Soul

Mind

Physic

# Self Awareness

A circular portrait of Lao Tzu, an ancient Chinese philosopher. He is depicted with a shaved head, a long white beard, and a serene expression. He wears a traditional yellow robe over an orange vest. The portrait is set against a light blue background.

*He who knows others is wise,  
He who knows himself is  
enlightened*

Lao Tzu

# Self Awareness



[William Wilberforce finds God - a beautiful scene - from the wonderful 2006 movie - Amazing Grace - YouTube](#)

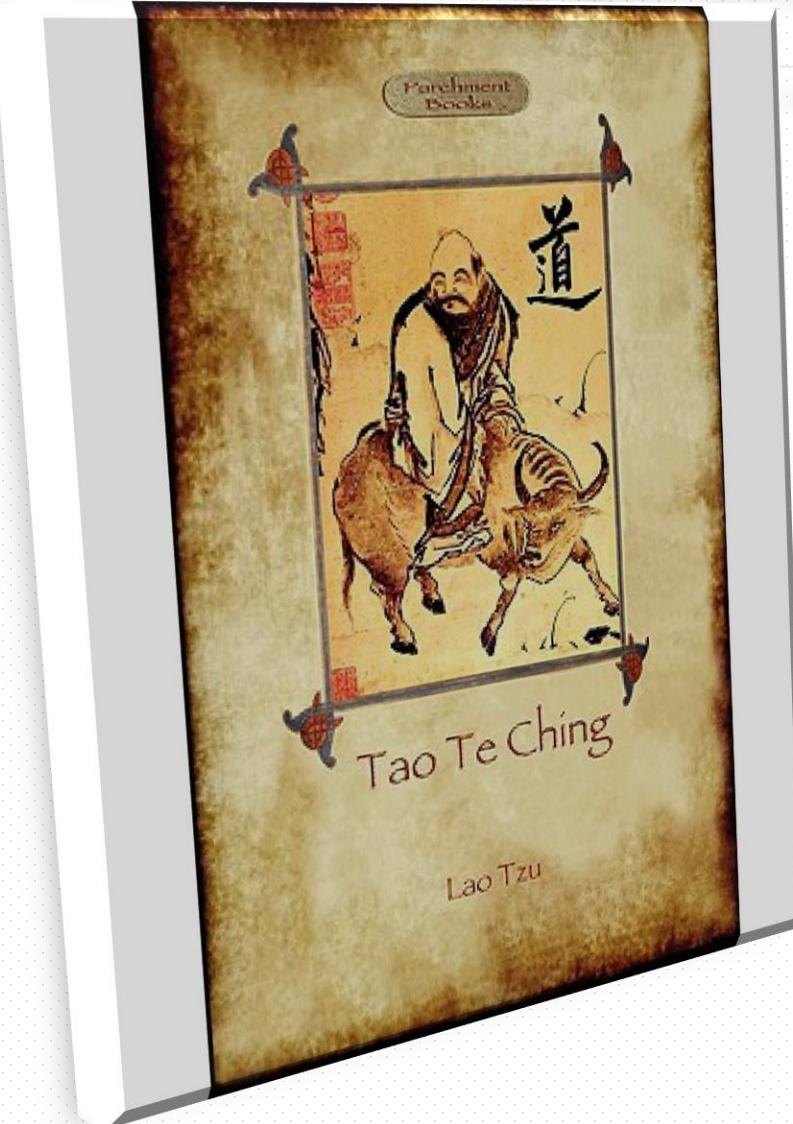
Get to know and remember  
Always...



who you are..

[remember who you are .. we all deserve styrofoam cup - YouTube](#)

# 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,**

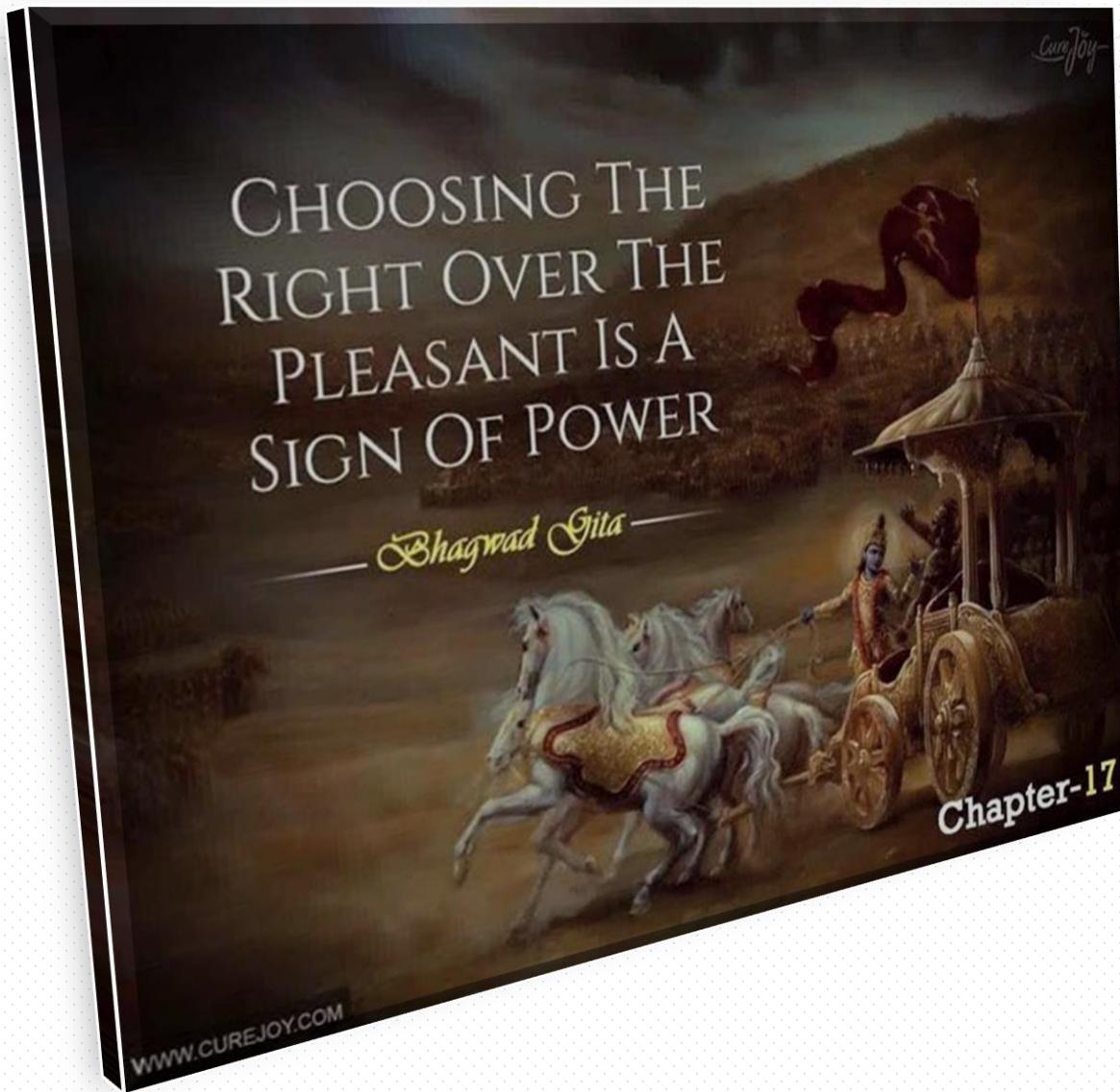
**deliberately and passionately so that you live on**

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

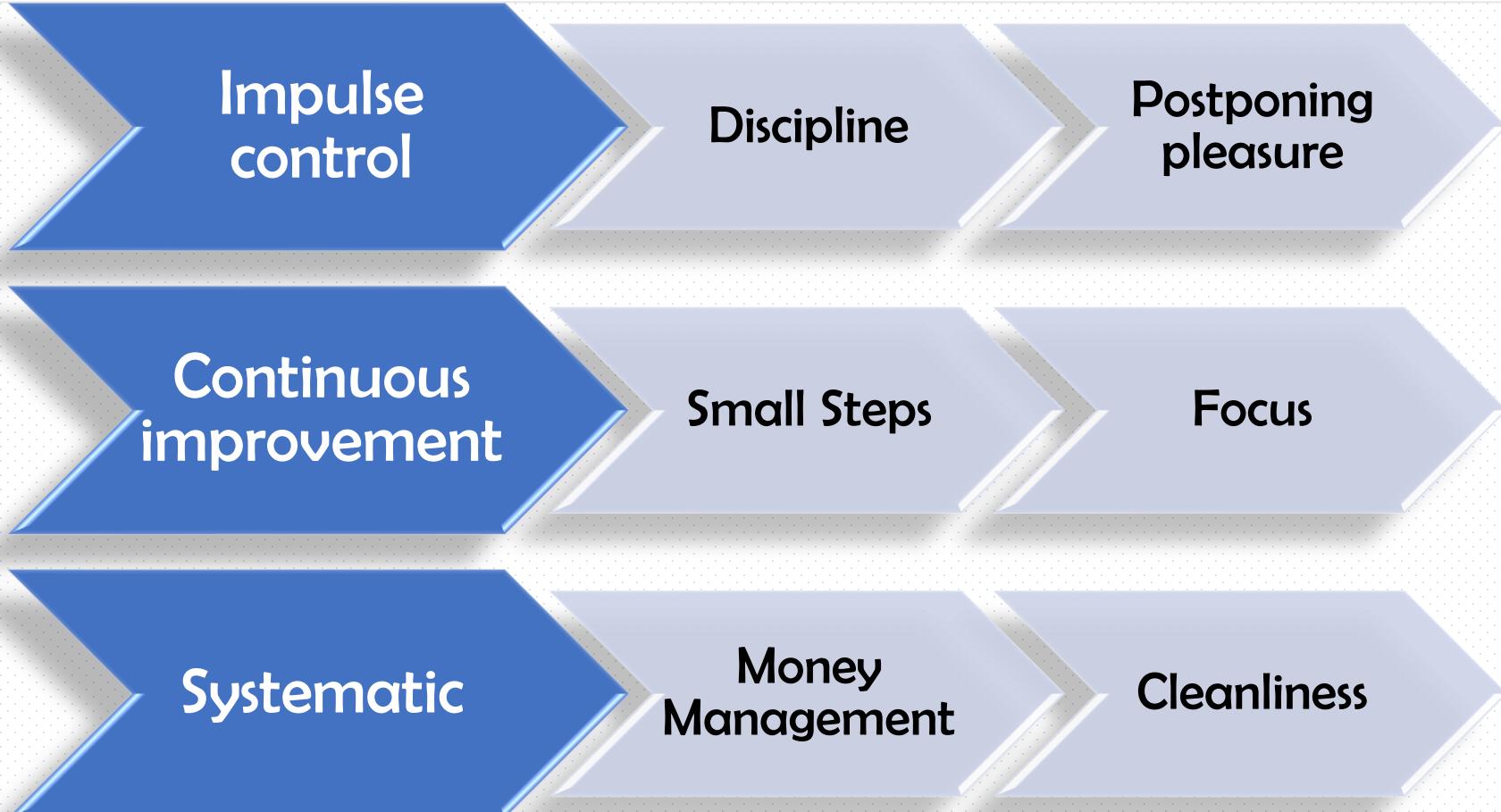
**IT STARTS WITH YOU**



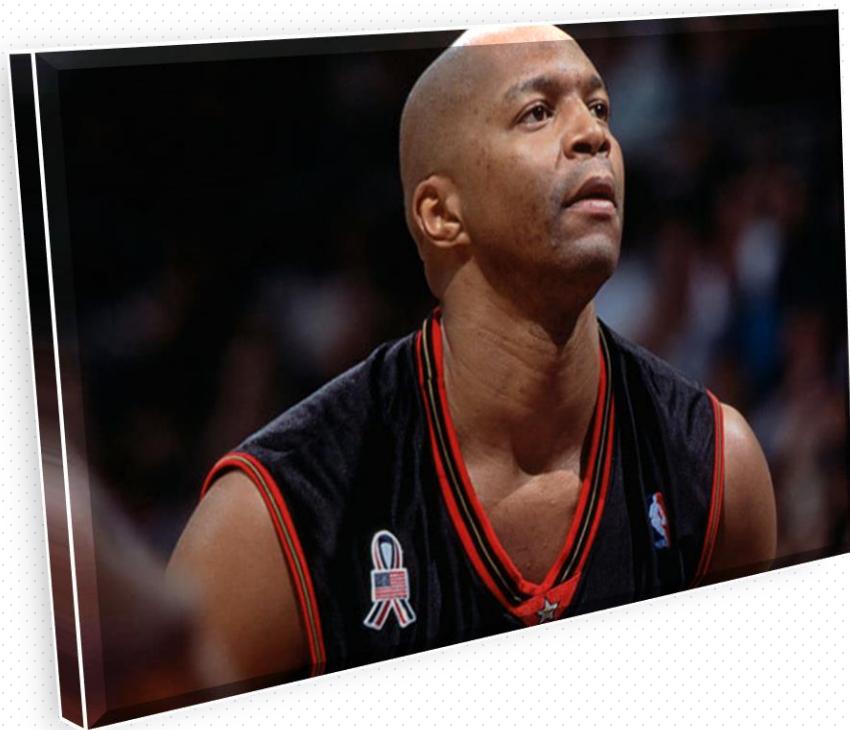
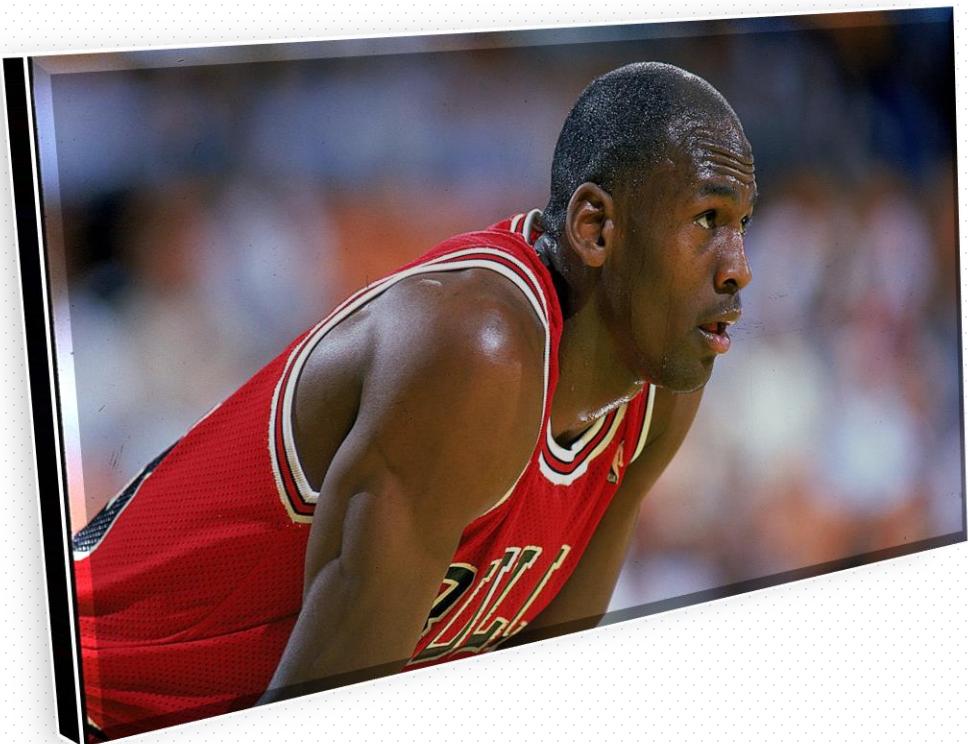
# Self Management



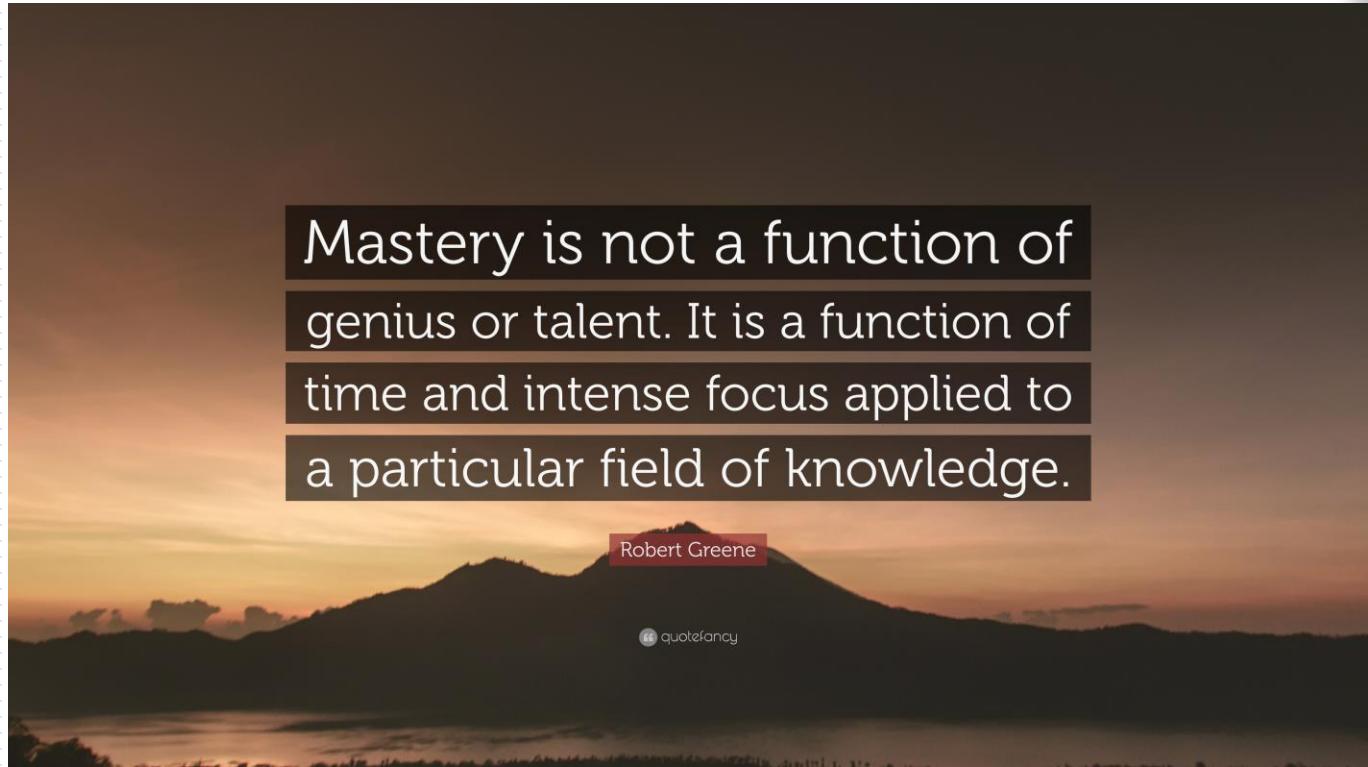
# Self Management



# Michael Jordon and Deric Coleman



# 'Mastery' by Robert Greene



Mastery is not a function of genius or talent. It is a function of time and intense focus applied to a particular field of knowledge.

Robert Greene

quotefancy





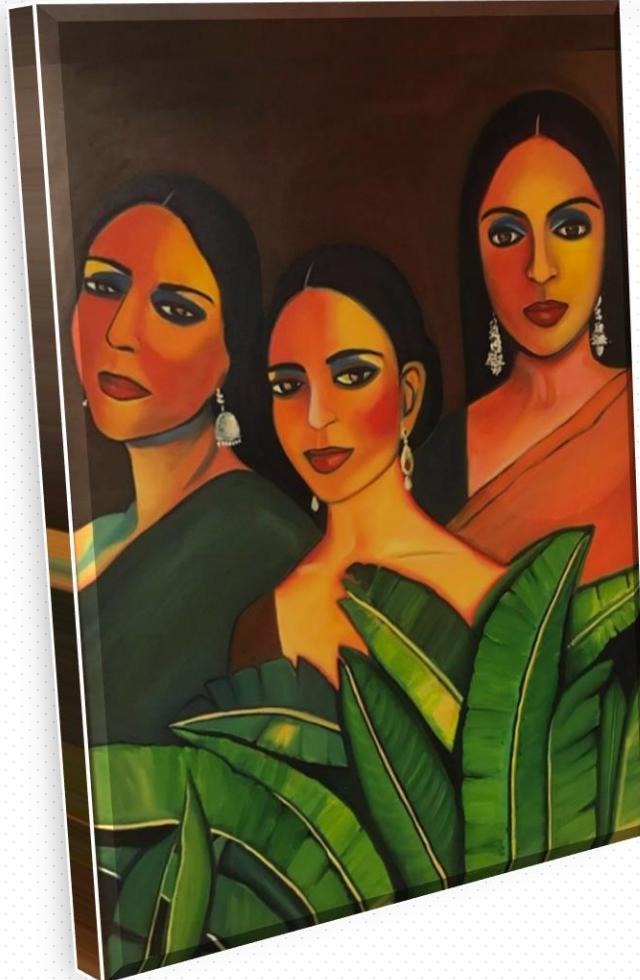
# Power (lessness) of Self

- Most of the time we live in an interior world of dreams, desires, and obsessive thoughts.
- But in this period of exceptional creativity, we are impelled by the need to get something done that has a practical effect.
- We force ourselves to step outside our inner chamber of habitual thoughts and connect to the world, to other people, to reality



# Creativity Brilliance Mystery

- We imagine that creativity and brilliance just appear out of nowhere, the fruit of natural talent, or perhaps of a good mood, or an alignment of the stars
- It would be an immense help to clear up the mystery—to name this feeling of power, to examine its roots, to define the kind of intelligence that leads to it, and to understand how it can be manufactured and maintained.



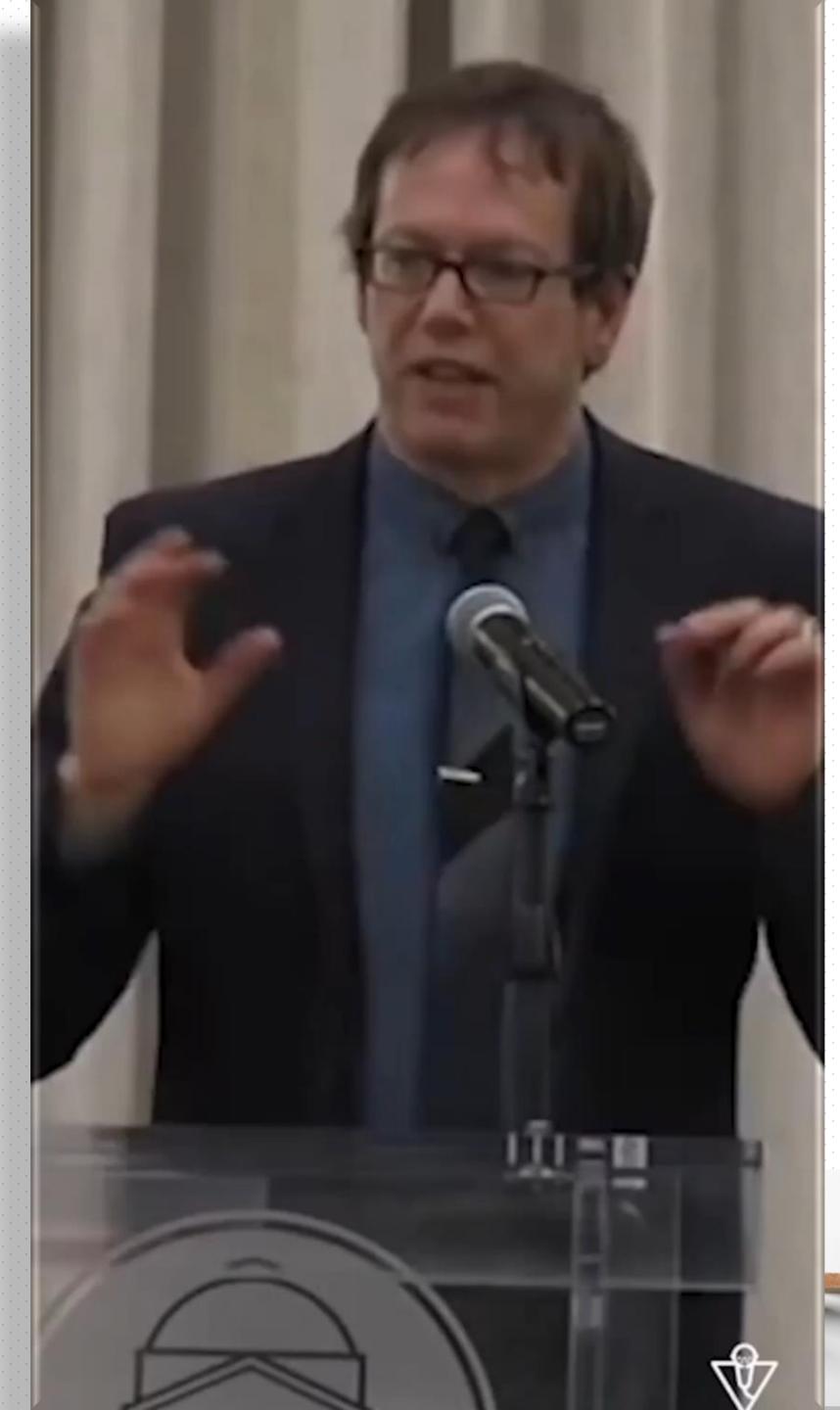


# The Ultimate Power

Every one holds his fortune in his own hands, like a sculptor the raw material he will fashion into a figure.

But it's the same with that type of artistic activity as with all others: We are merely born with the capability to do it.

The skill to mold the material into what we want must be learned and attentively cultivated. —JOHANN WOLFGANG VON GOETHE



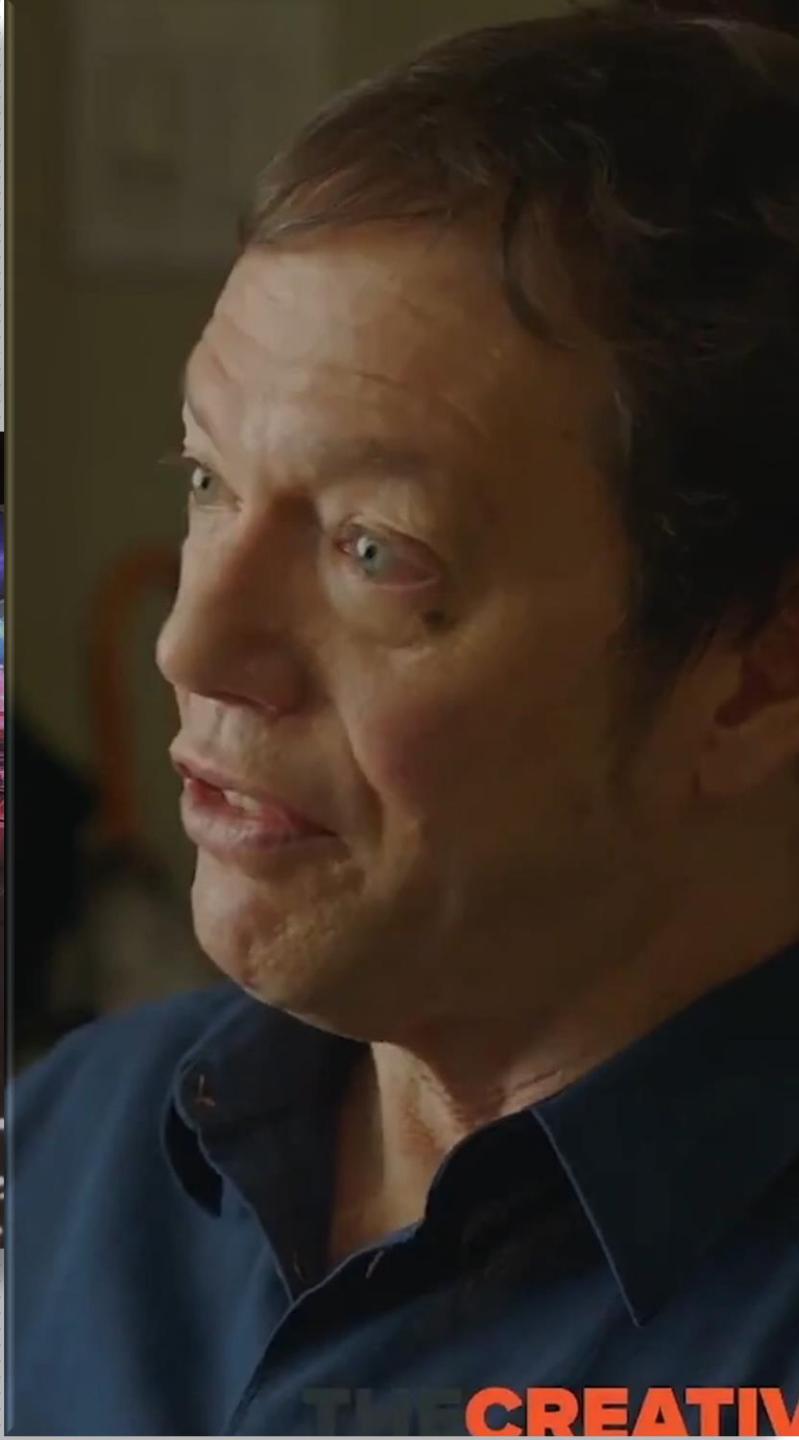
# To begin with...

- In a new job situation, we are ignorant of the power relationships between people, the psychology of our boss, the rules and procedures that are considered critical for success



# Student to Practitioner

- As we continue to observe and follow the lead of others, we gain clarity, learning the rules and seeing how things work and fit together.
- If we keep practicing, we gain fluency; basic skills are mastered, allowing us to take on newer and more exciting challenges.
- At a certain point, we move from student to practitioner



# To Mastery



- As years go by and we remain faithful to this process, we move to yet another level - Mastery
- In our career, we now have a feel for the group dynamic, the current state of business.
- We can apply this feel to social situations, seeing deeper into other people and anticipating their reactions.
- We can make decisions that are rapid and highly creative. Ideas come to us.
- We have learned the rules so well that we can now be the ones to break or rewrite them.



# Beginning to Mastery

- When we first study the piano the keyboard looks rather intimidating—we don't understand the relationships between the keys, the chords, the pedals, and everything else that goes into creating music

- The keyboard is no longer something outside of us; it is internalized and becomes part of our nervous system, our fingertips. In our career, we now have a feel for the group dynamic, the current state of business

# Three Distinct phases or levels

## **Apprenticeship:**

Standing at the outside of our field, learning as much on the basics...

## **Creative Active**

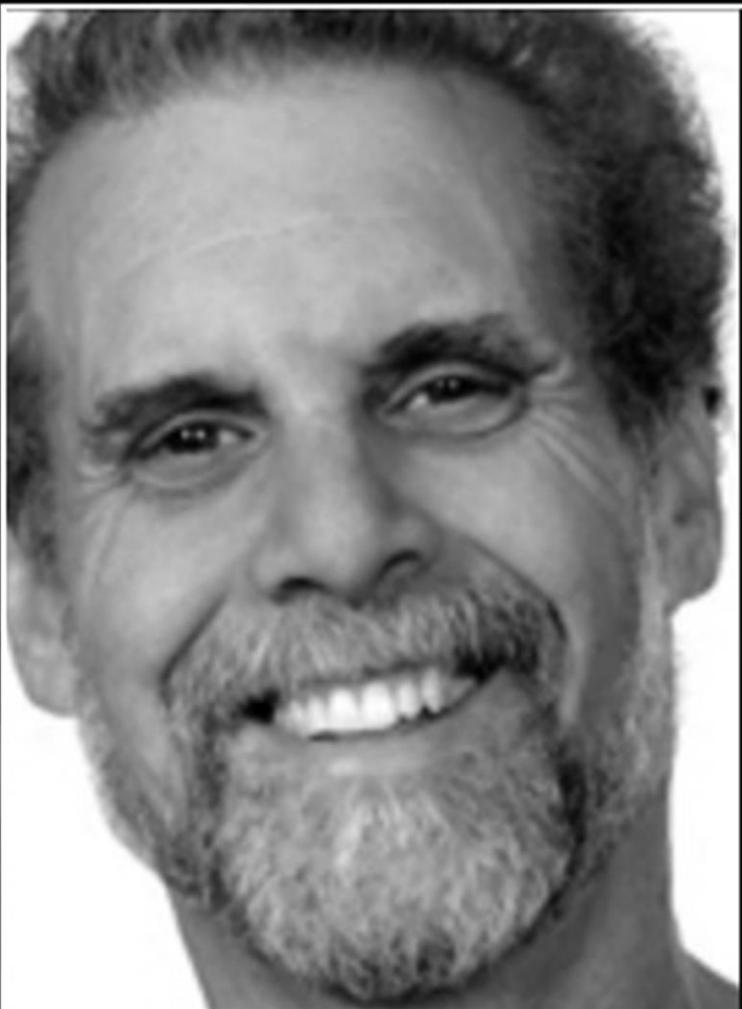
Through much practice and immersion, we see into the inside of the machinery, how things connect with one another...

## **Mastery**

Our degree of knowledge, experience and focus is so deep, we can see the whole picture with complete clarity. We have access to the heart of Life



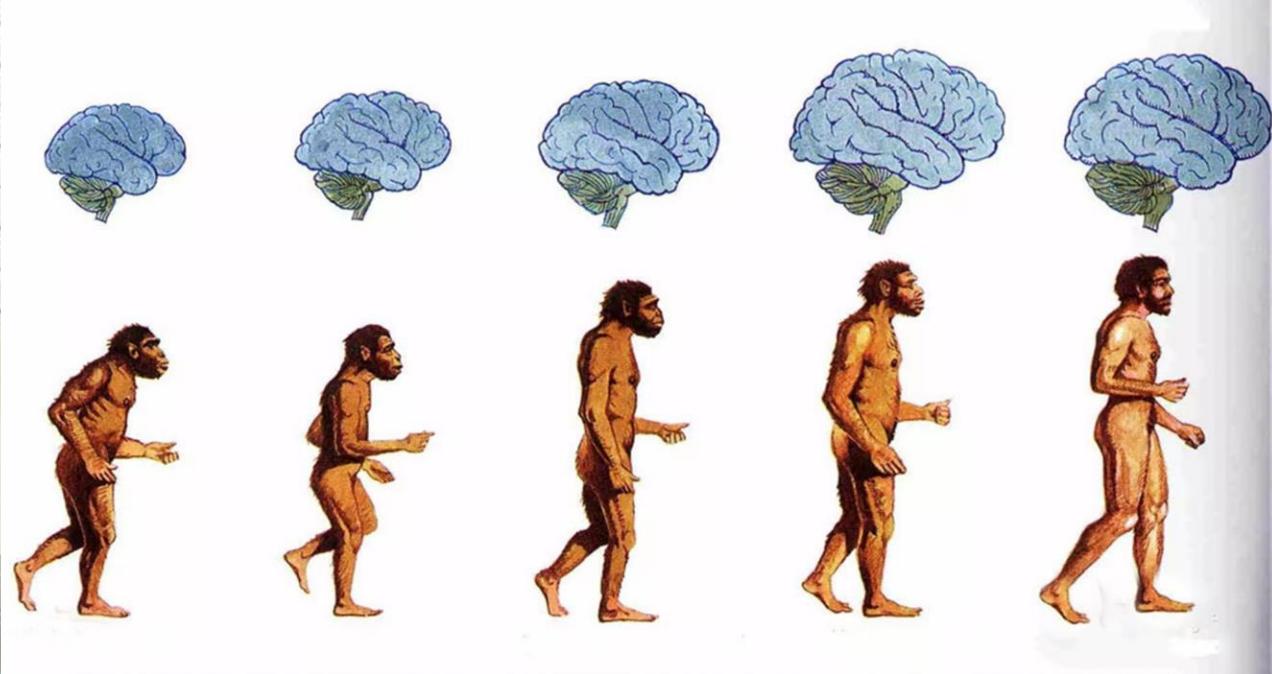
# Social Awareness - Empathy



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

— *Daniel Goleman* —

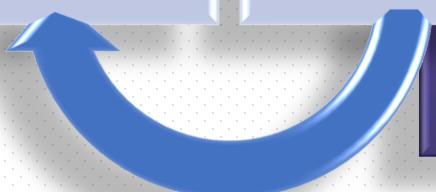
## MEET THE FOLKS



# How did we do it?

Ability to imagine

Ability  
to work  
in large  
groups  
flexibly



Won Over

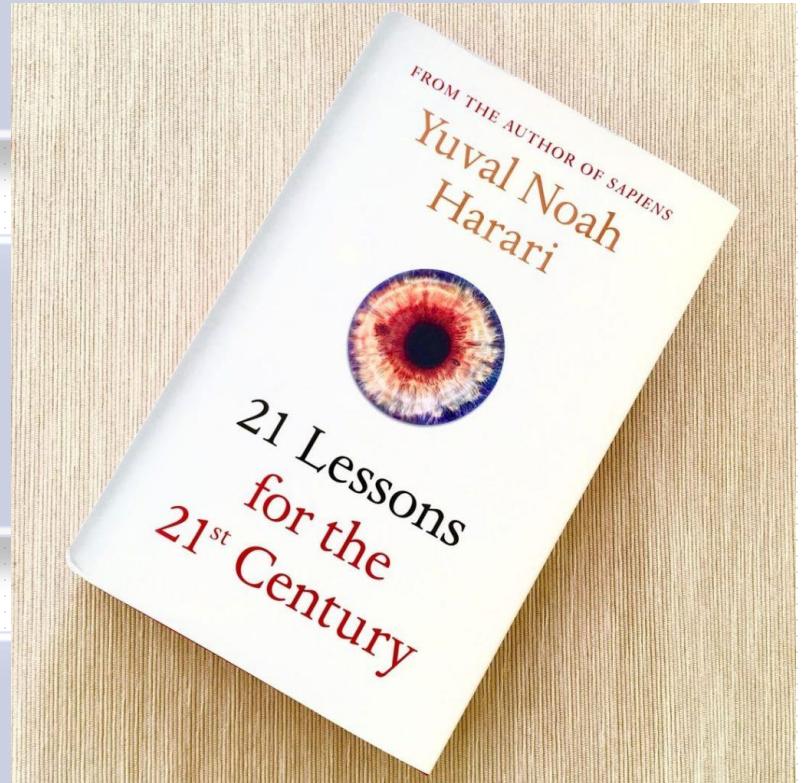
- Famine
- Plague
- War

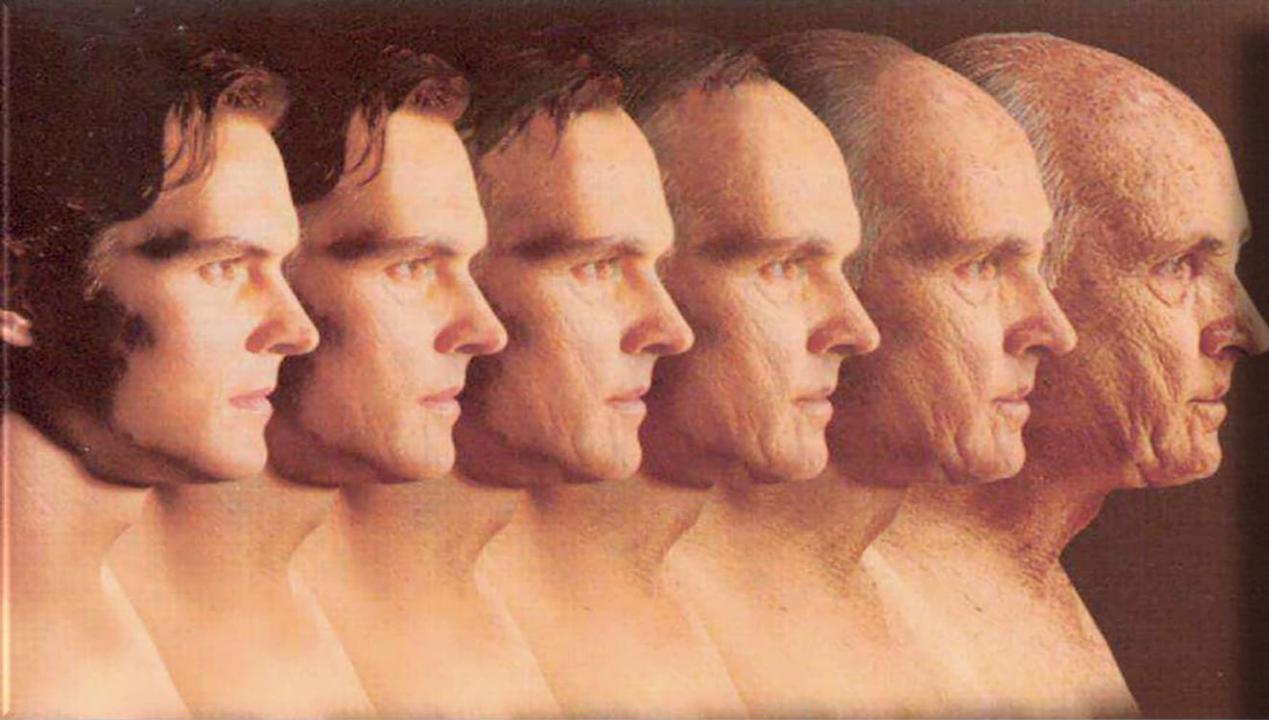
Challenges

- Climate Change
- Nuclear War
- AI & BT

Humanism  
/Feelings

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



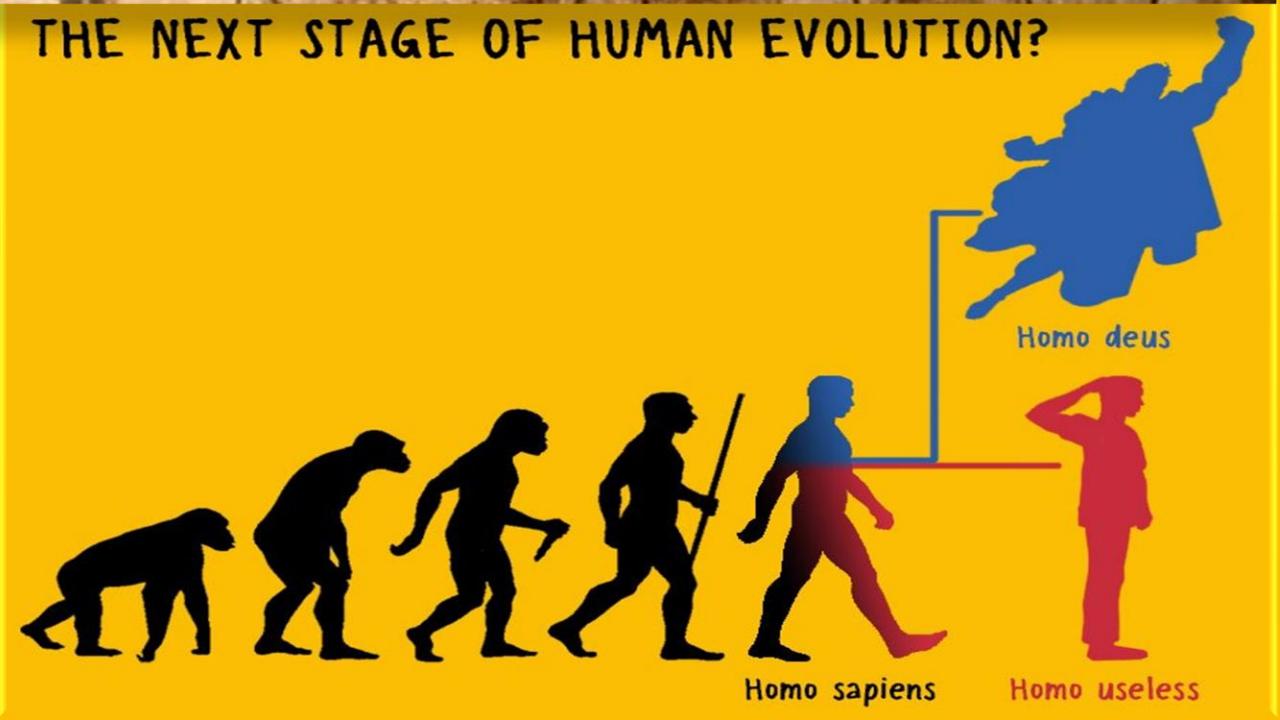


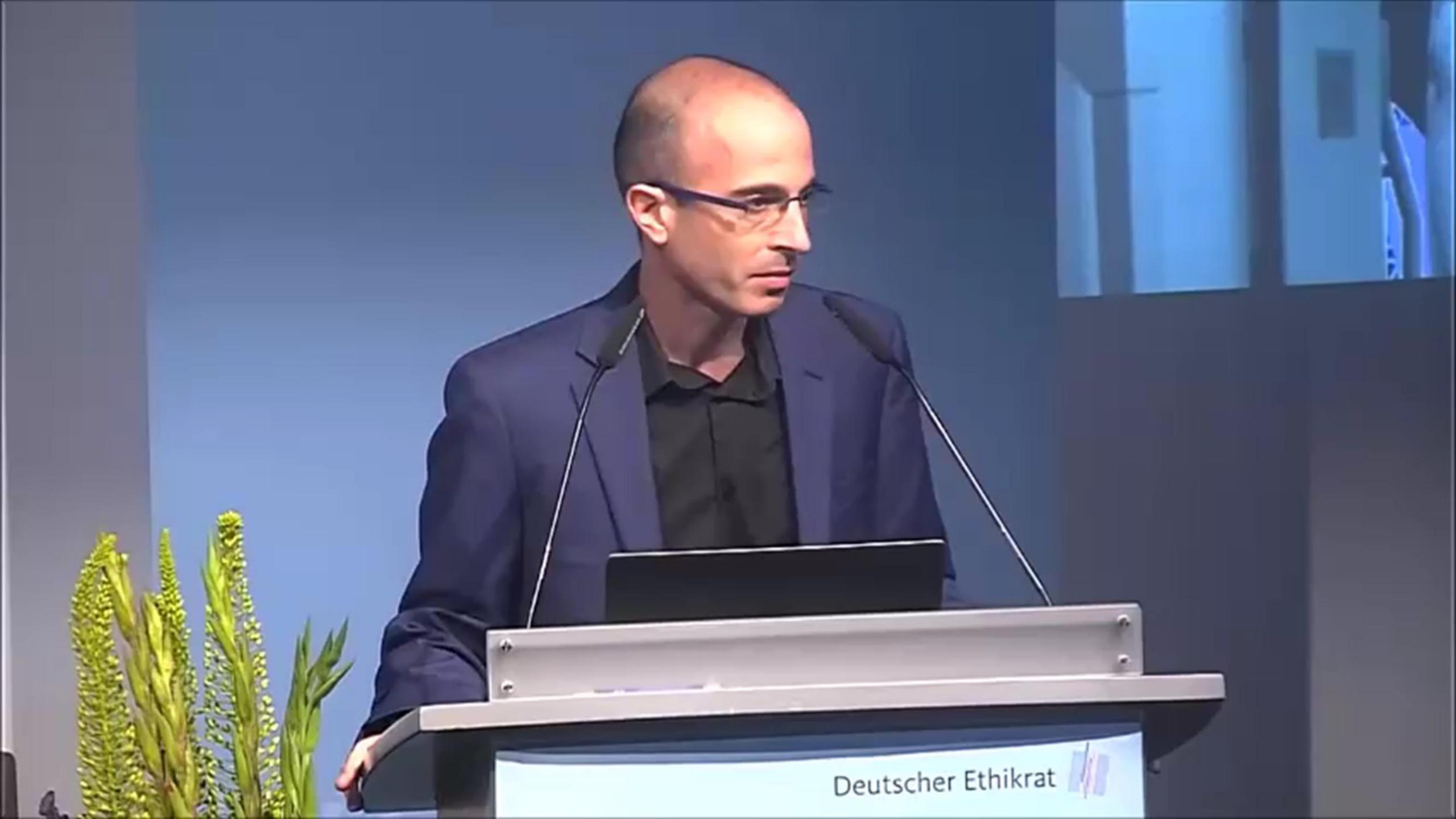
Homo Deus – A Brief History of Tomorrow  
Yuval Noah Harari



Book review/summary by Eddy J. Schuemans

THE NEXT STAGE OF HUMAN EVOLUTION?





Deutscher Ethikrat

Information  
Technology

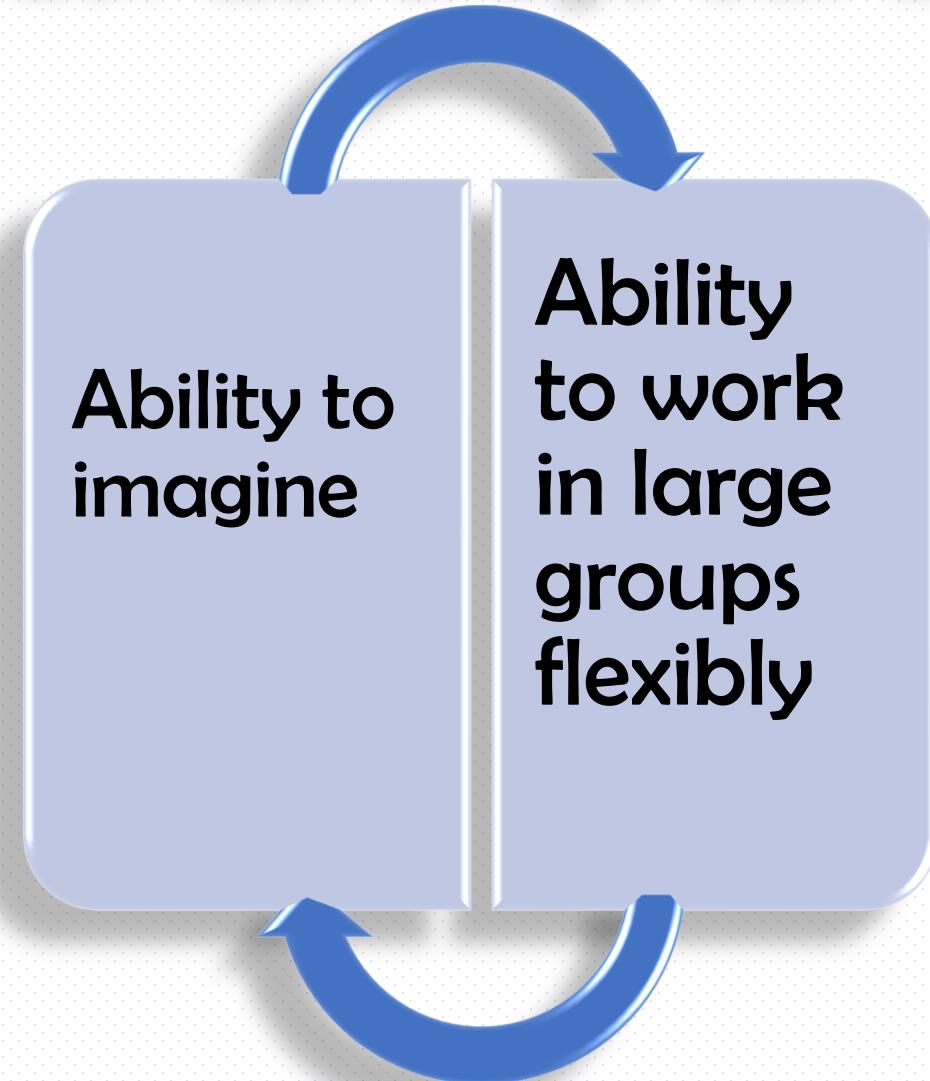
Bio  
Technology

Feelings  
and  
emotions

- Computed
- Hacked
- Manipulated



# What shall we do? Leverage our basic skills !



# Preparation Points

- Resume
- Aptitude tests – what kind , how to prepare – Coding test?
- Prepare as the interviewers
- Technology subjects – Basics and application – Group Activity
- Non Technical Questions
- Personal questions
- Evaluation Criteria
- Prepare as GD evaluators
- Topics
- Evaluation Criteria

# Criteria

## **Class identified**

- Not intellectual capability
- debate
- How well you are able to talk, present and influence

## **Expert View**

# 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.

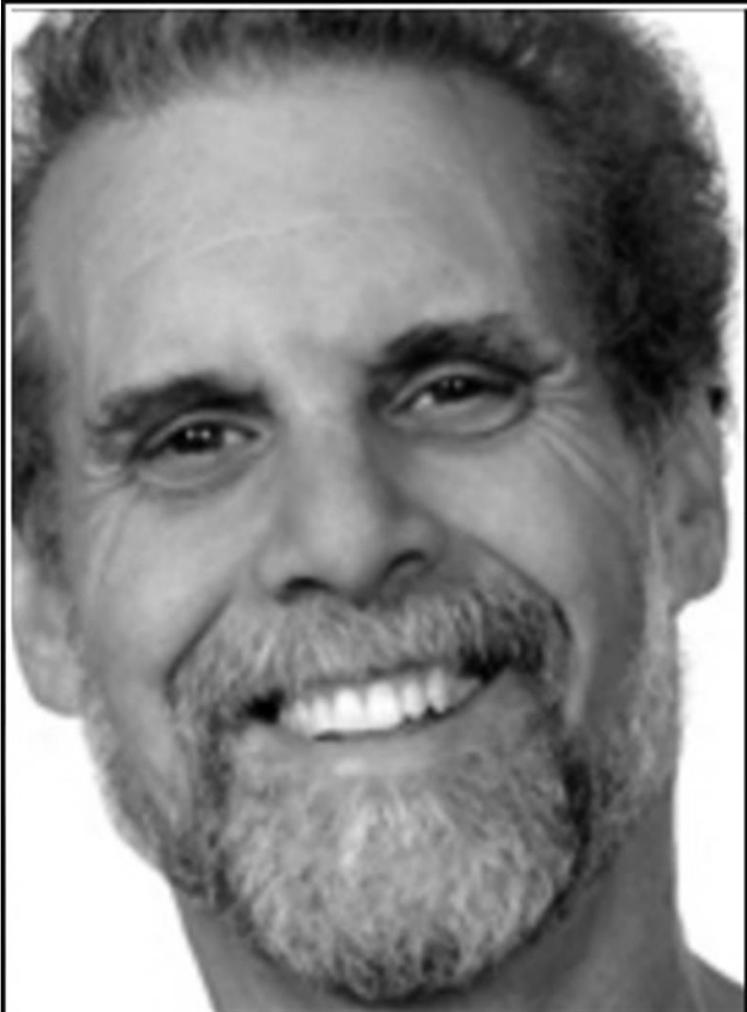


# EMPATHY

The qualities  
you need for  
empathy

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

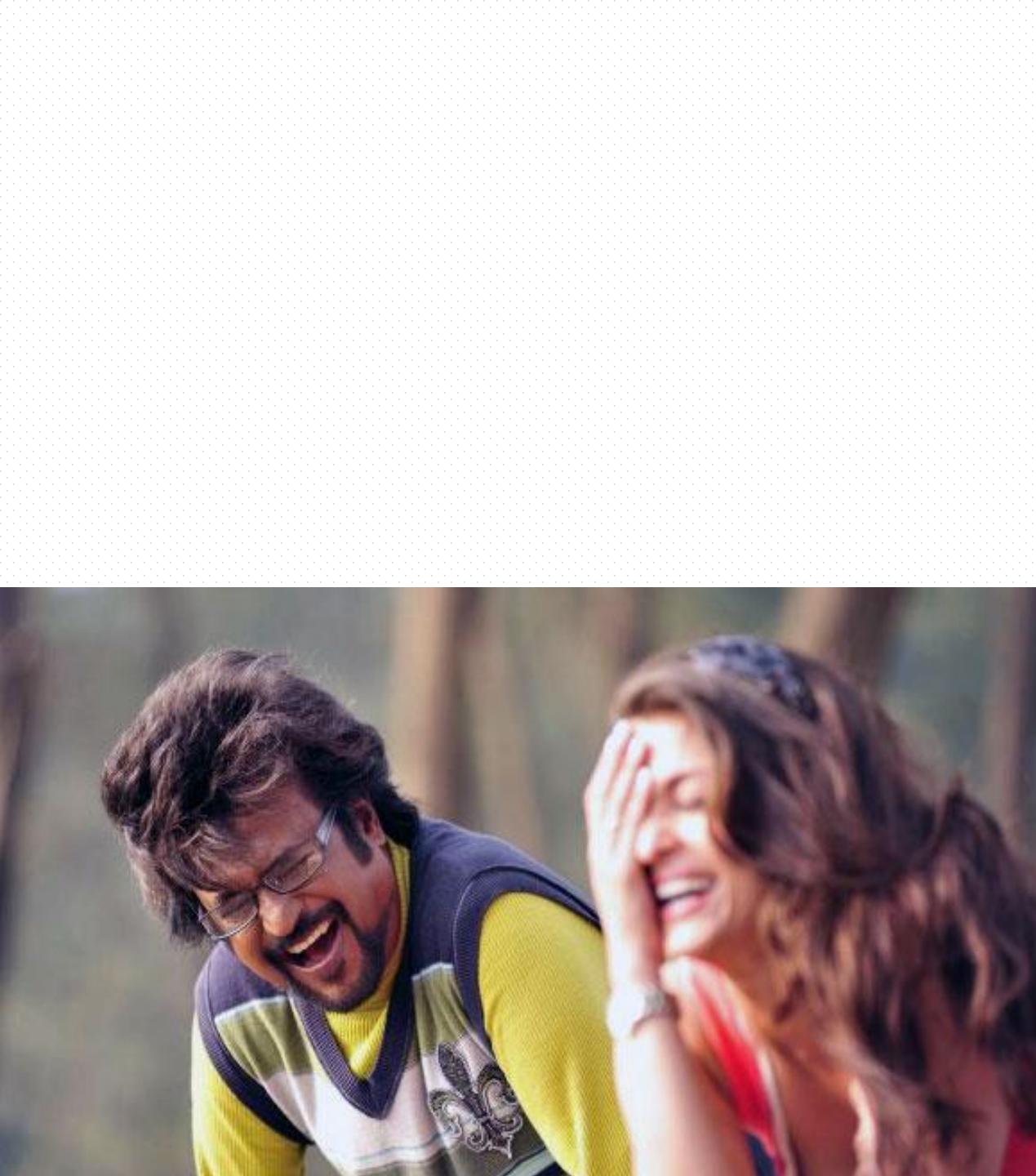
# SOCIAL AWARENESS - EMPATHY



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

— *Daniel Goleman* —

AZ QUOTES





# Social Awareness - Empathy



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

RELATIONSHIP MANAGEMENT.

# 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

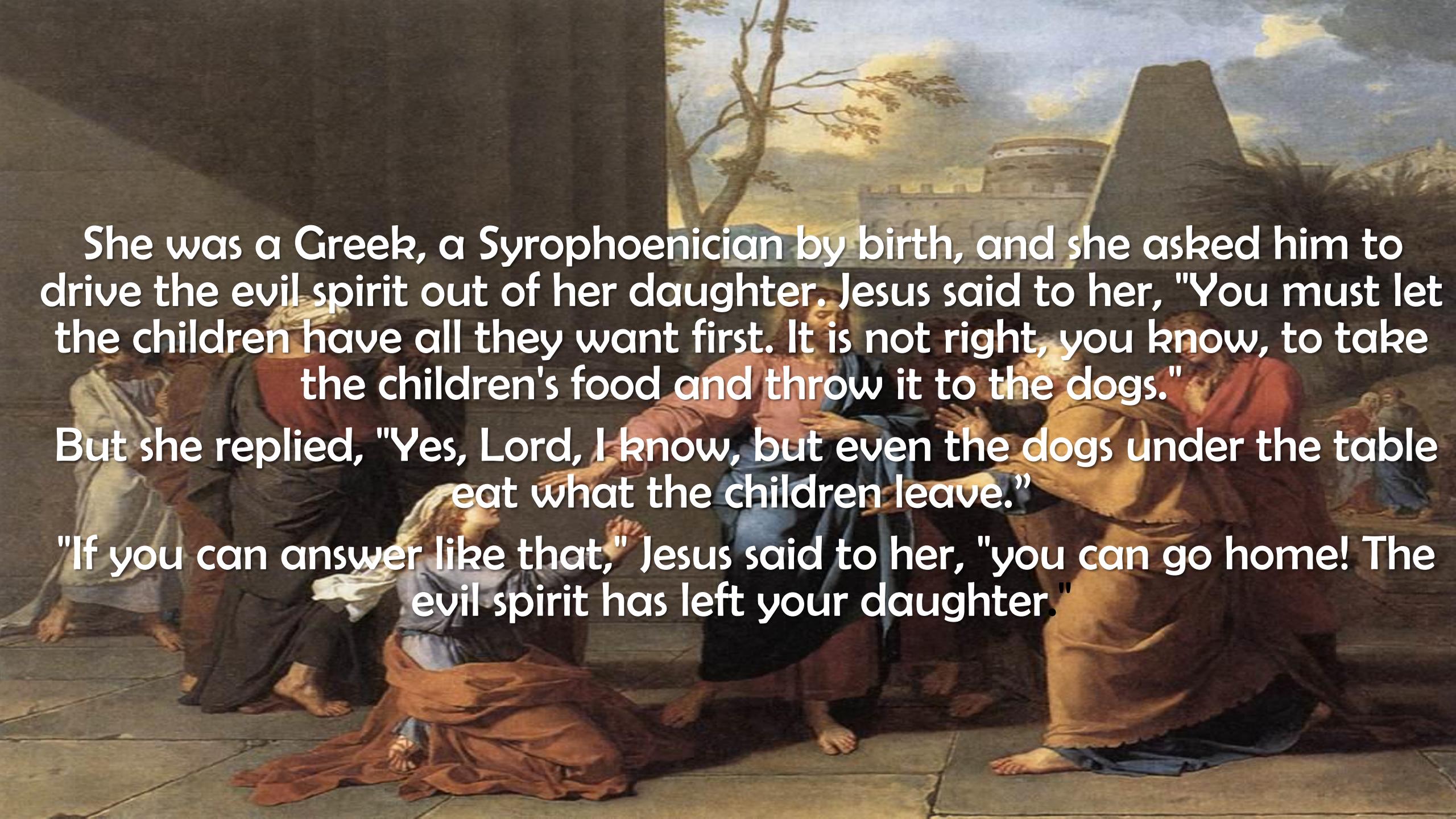
Gratitude

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](#)

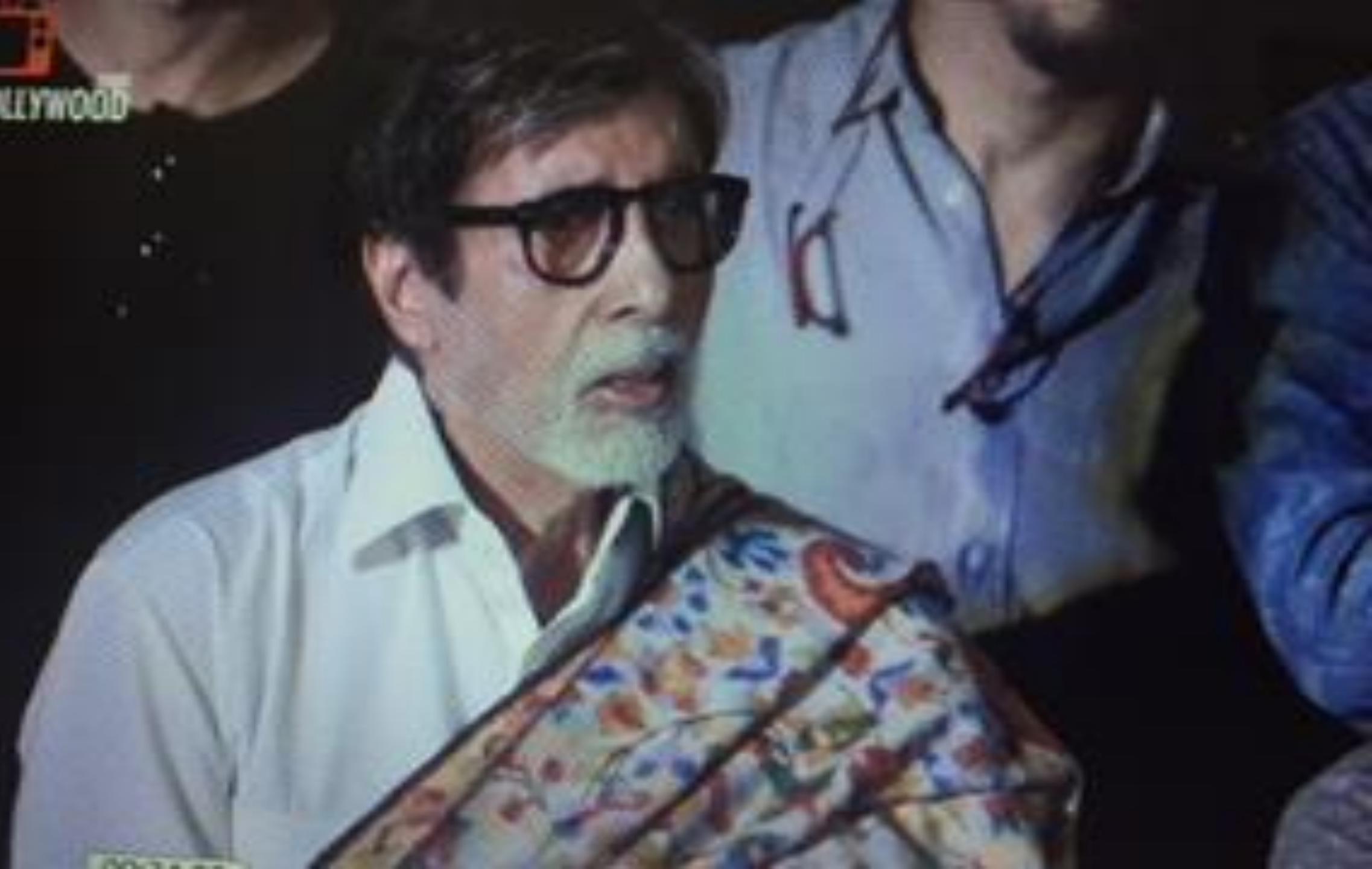


A painting depicting a scene from the New Testament. In the center, a woman in a blue tunic and a white headscarf is kneeling on a stone floor, holding a small child. She is looking up at Jesus, who is standing before her. Jesus is dressed in a simple robe. To the right, another woman in a red dress is standing, gesturing towards the woman with the child. In the background, there are trees, a building, and a large, dark, craggy rock formation under a blue 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."**





VIRAL BOLLYWOOD<sup>.com</sup>





VIRAL BOLLYWOOD.com





# Be Grateful

It takes lot of humility to feel gratitude..

Rashtrapati Bhavan

#NDTV25

GREATEST GLOBAL LIVING LEGEND: SHAH RUKH



# Interviewing..

# Why?







# How?





LOUIS PHILIPPE

#InPursuitOfExcellence

# Beginning



#InPursuitOfExcellence



LOUIS PHILIPPE

#InPursuitOfExcellence

# Getting in





LOUIS PHILIPPE

#InPursuitOfExcellence

Direction



LOUIS PHILIPPE

#InPursuitOfExcellence



LOUIS PHILIPPE



#InPursuitOfExcellence

Probe



#InPursuitOfExcellence

LOUIS PHILIPPE

#InPursuitOfExcellence



Tapper...

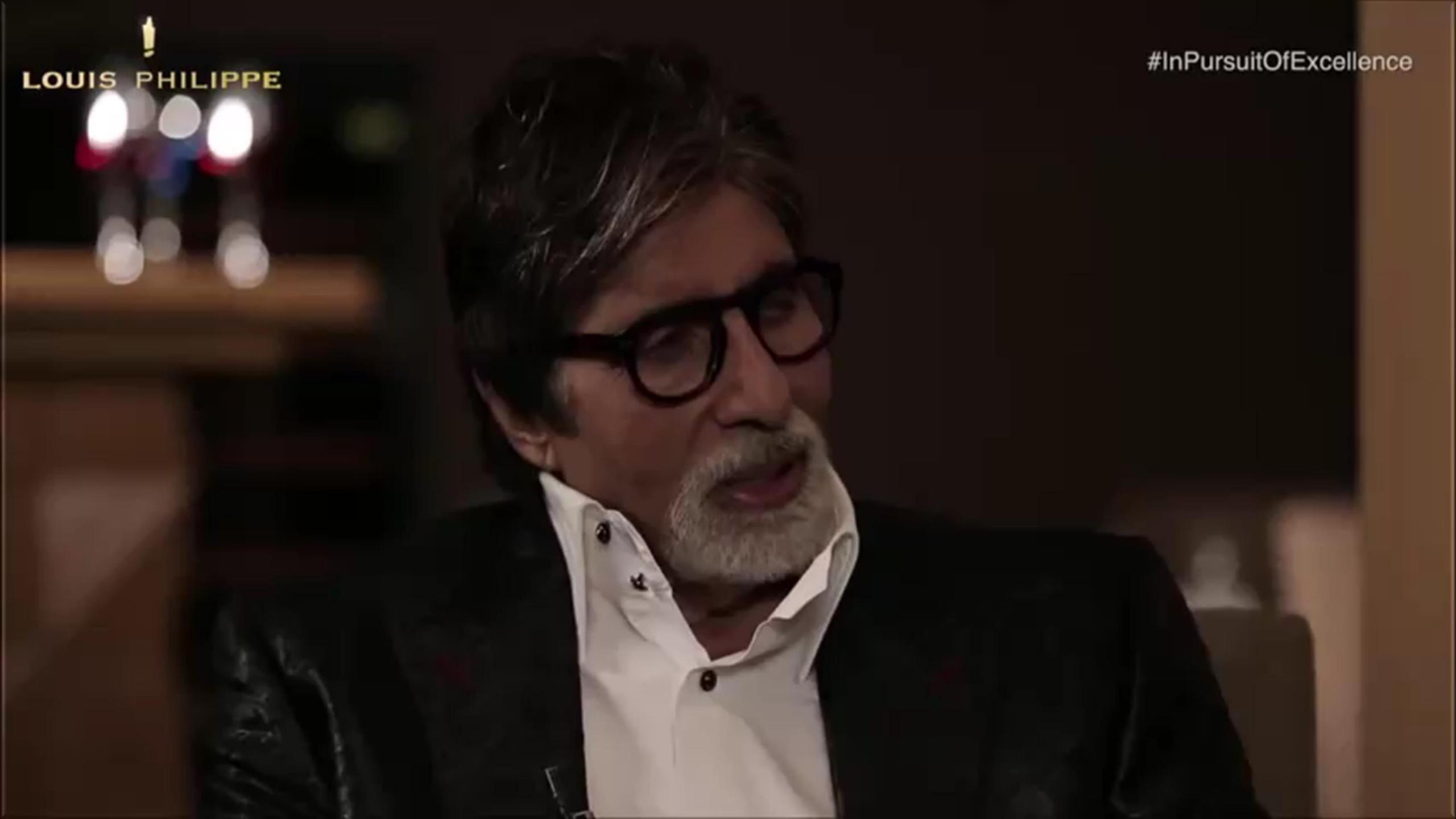


#InPursuitOfExcellence



LOUIS PHILIPPE

#InPursuitOfExcellence



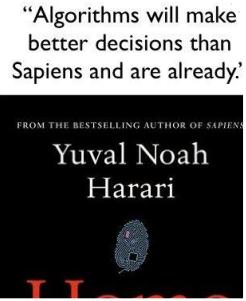
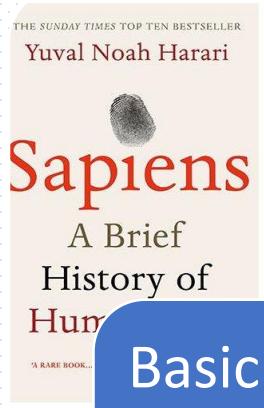
# Thank you



# Closure Meeting

- Two fundamental Skills – Ability to imagine and Ability to work with people
- Ability to imagine is the key to the ability to work with people
- EI is the key to success
- Self Management is the key to EI

# The Human Game Strategy



## Basic Skills

- Ability to Imagine
- Ability to team



## Emotional Intelligence

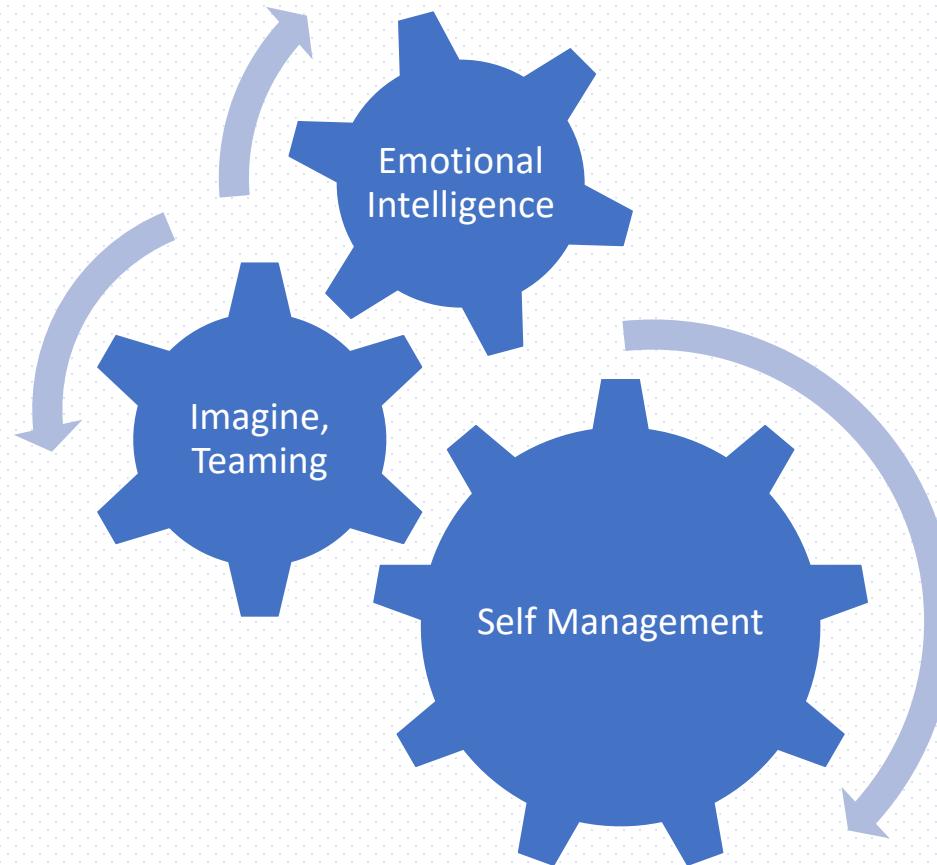
- Self Awareness
- **Self Management**
- Empathy
- Relationship



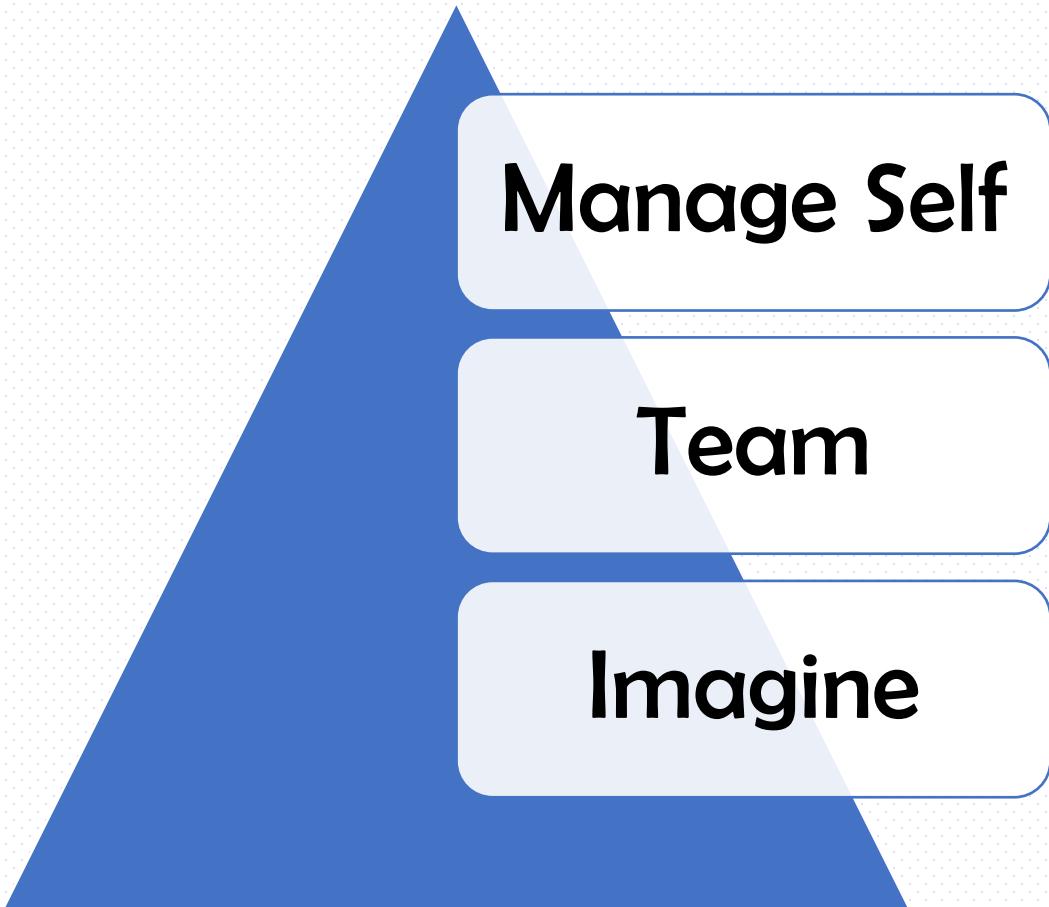
## Self Management

- Physical - Run
- Mental – Read
- Balance - Meditate

# The Strategic Orbit



# The Strategic Sharp Edge



Manage Self

Team

Imagine

# The Human Game – Tactics



Resume



Aptitude Tests



Group Discussions



Interview



# Strategy

vs

# Tactics

"All men can see these tactics whereby I conquer, but what none can see is the strategy out of which victory is evolved".

Sun Tzu, *The Art of War*

"Strategy without tactics  
is the slowest route to  
victory. Tactics without  
strategy is the noise  
before defeat."

Sun Tzu, *The Art of War*

# All the Very Best



**There is no elevator  
to success.  
You have to take  
the stairs..**

