

CAREER DEVELOPMENT CENTRE



Date: 02/08/2019

NOTICE INTERVIEW & GROUP DISCUSSION SKILLS

VAT: 64

All the students of MBA-2nd year are hereby informed that a workshop on “Interview & Group Discussion Skills” is scheduled from 12th August 2019 in Vishveswarya -MBA-Activity Room.

The details are as follows:

COURSE	MBA (2 nd Year)
TIMINGS	4 PM-5 PM (Monday to Friday)
COURSE DURATION	42 Hours
ORGANISING DEPARTMENT	Career Development Centre

Objective: To improve Communication skills involve listening, speaking, observing and empathizing. It will also helpful to understand the differences in how to communicate through face-to-face interactions, phone conversations and digital communications like email and social media.

Mr. Gaurav Singh
Head (Head- CDC)
Career Development Cell
DIT University, Dehradun

To:

All Dean / Director / Head of Department

Chairman

Chancellor

Vice Chancellor

Pro Vice Chancellor

Manager Admin

HR Department

For information please

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Interview and Group Discussion Skills

(VAT-64)

Speaker/Trainer: - Ms. Namrata Meharwal (Soft skills Trainer- CDC)

Duration: - 42 Hrs. (12th August 2019 to 15th October 2019)

Timings: - 4 PM to 5 PM (Monday to Friday)

Intended for: MBA-2nd Year

Objective of Training:

At the end of this communication skills training course, Participants will be able to:

- Communicate clearly and get their message across
- Encourage others to open up and speak freely with them
- Communicate confidently with people at all levels
- Cope with difficult communication situations

Requirements:

- Listening with attention and focus
- Asking insightful questions

Overview of the Training Course:

- Communication skills are the abilities you use when giving and receiving different kinds of information. Some examples include communicating new ideas, feelings or even an update on your project. Communication skills involve listening, speaking, observing and empathizing. It is also helpful to understand the differences in how to communicate through face-to-face interactions, phone conversations and digital communications like email and social media.
- Being able to communicate effectively is a cornerstone to building positive working relationships; it will enable you to build rapport, develop relationships and feel comfortable and confident around others. People who can communicate effectively are great at getting others to open up and discuss feelings and emotions. They are able to respond appropriately

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during difficult conversations and feel less pressure when communicating with superiors and peers.

- Being able to get your message across is an essential tool every successful business professional needs. This course presents key communication principles that will enable you to communicate more clearly and confidently. The course focuses on how to listen carefully, ask insightful questions, be assertive, and interpret non-verbal signals. Participants will leave with the ability to combine voice tone, body language, and appropriate language into a clear, effective message

Why take this course?

Perhaps you're looking to improve the performance of a team that lacks communication skills and is unable to work together effectively. Or you want to include communication training as part of management and supervisor development. Whatever your need, this course provides you with a comprehensive communication skills training to make your life easy

The learning outcome of the training course material:

Understanding Communication – A chance for participants to establish their view of what communication means and perhaps more importantly, what it means to them. Participants will then review the three main components of communication; verbal, para-verbal and non-verbal.

Communication Styles – Participants will explore their own communication styles and establish the positive and negative aspects of these preferences and what that means when communicating.

Communication Attitude – Reviewing the aspects of communication attitudes that can be portrayed – aggressive, assertive, passive and passive aggressive.

Communicate Confidently – Focusing on what makes people confident communicators, understanding what their own communication strengths are and acknowledging when to apply them.

Active Listening – Identifying the benefits of active listening and practicing the skill with colleagues.

Clarifying and Questioning – A review of the different types of questioning and clarifying that can be used. Understanding the purpose of alternative questioning approaches, applying them to different scenarios and explaining how and why they are used.

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Non-Verbal communication – Establishing the impact of non-verbal communication. How to read it and how to improve their own. This includes, facial expressions, body language, gestures, personal space and touching.

Getting Your Message Across – Helping to ensure others understand you, what makes communication become confused and how to use the ‘headline’ approach to structure an effective message. Looking at what they say, how they say it and focusing on the needs of the person receiving the message.

Difficult Communication – A provision of clear guidelines and advice on what to do when communication does not go smoothly, how to manage criticism and give criticism whilst remaining constructive and positive.

Putting it all into Practice – A chance to develop and practice the skills of communication whilst further exploring three key topics of communication

Intended for:

Effective communication skills are the cornerstone to success in the business world today. Every job, no matter what it is, requires excellent communication capabilities. If you want to progress in your role, you need to be able to both express yourself clearly and be able to listen and understand the needs, wants and intentions of others when they communicate. Therefore, these training course materials are suitable for everyone in any role.

Course Outline:

Module-I The elements of Communication (15 hours)

- 1.1 The importance of communication through English at the present time
- 1.2 The process of communication and factors that influence communication sender, receiver, channel, code, topic, message, context, feedback, noise, filters & barriers
- 1.3 The importance of audience and purpose
- 1.4 The information gap principle: given and new information, information overload
- 1.5 Verbal and non-verbal communication: body language
- 1.6 Comparing general communication and business communication

Module-II The sounds of English (15 hours)

- 2.1 Vowels, diphthongs, consonants, consonant clusters
- 2.2 The International Phonetic Alphabet (IPA): Phonemic transcription
- 2.3 Problem Sounds
- 2.4 Syllable division and word stress
- 2.5 Sentence rhythm and weak forms
- 2.6 Contrastive stress in sentences to highlight different words
- 2.7 Intonation: Falling, rising and falling-rising tones
- 2.8 Varieties of Spoken English: Standard Indian, American and British

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Module- III Review of English grammar (12 hours)

- 3.1 Static and Dynamic Verbs
- 3.2 The auxiliary system: finite and non-finite verbs
- 3.3 Time, tense and aspect
- 3.4 Voice: Active and passive
- 3.5 Modality
- 3.6 Negation

A handwritten signature in black ink, consisting of a stylized 'V' or 'W' shape followed by a loop.

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Annexure - II

Value added course Details (Academic Year: 2019-20)

VAT Course Name: Interview and Group Discussion Skills

VAT Code: VAT 64

Duration in Hours: 42

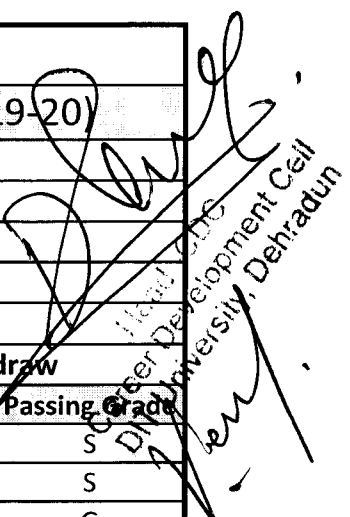
Number of Students Enrolled: 73

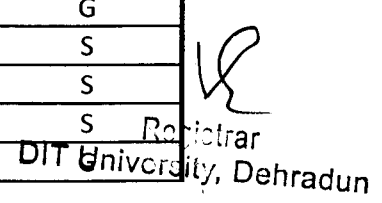
Number of Students Completed: 70

Grades:

G= GOOD ; S = Satisfactory ; P = Poor ; W = Withdraw

Student ID	Student Name	Program/Course	Year	Passing Grade
186122014	VARNITA SAXENA	MBA	2nd Year	S
186122008	SUDARSHAN SINGH NEGI	MBA	2nd Year	S
186122041	UNNATI TYAGI	MBA	2nd Year	G
186122035	SURBHI NIGAM	MBA	2nd Year	S
186122032	SHEETAL RAWAT	MBA	2nd Year	S
186122053	SHILPA RAWAT	MBA	2nd Year	G
186122022	MOHD FAHAM	MBA	2nd Year	S
186122009	AMIT NEGI	MBA	2nd Year	S
186124006	RAHUL PARASHAR	MBA	2nd Year	G
186122004	PRAGATI KAMBOJ	MBA	2nd Year	S
186122021	MUKESH DAYAT	MBA	2nd Year	S
186124005	ERRAVARAPU HANOAC PRABHU	MBA	2nd Year	P
186122020	PRIYA SAXENA	MBA	2nd Year	G
186122002	SHIKHAR SAHU	MBA	2nd Year	S
186122013	CHANCHAL .	MBA	2nd Year	S
186122056	ANISHA KHATRI	MBA	2nd Year	G
186122016	NIDHI GARG	MBA	2nd Year	S
186122057	PRIYA PANTHRI	MBA	2nd Year	S
186122060	SAUMYA SHUKLA	MBA	2nd Year	G
186122059	ADITI PURI	MBA	2nd Year	S
186122049	HARSHITA MAURYA	MBA	2nd Year	S
186122024	SHUBHRA RAUTELA	MBA	2nd Year	S
186124003	SWAPNIL SRIVASTAVA	MBA	2nd Year	G
186122011	TANAY RAWAT	MBA	2nd Year	S
186122034	JAYA JAISWAL	MBA	2nd Year	S
186122065	DIKSHA PANWAR	MBA	2nd Year	G
186122055	PRASHANT SINGH	MBA	2nd Year	S
186122054	TAPAN RAJPUT	MBA	2nd Year	S
186122061	SAMRIDHI RASTOGI	MBA	2nd Year	G
186122062	LAKSHAY KUMAR SHANWAN	MBA	2nd Year	S
186122037	ADITI NEGI	MBA	2nd Year	P
186124001	RISHAB TYAGI	MBA	2nd Year	S
186122007	NAUNDITA GUPTA	MBA	2nd Year	G
186122006	SHARMISTHA GHOSAL	MBA	2nd Year	S
186122047	AYUSHI GUPTA	MBA	2nd Year	S
186122005	VANSH CHHABRA	MBA	2nd Year	G
186122048	MONA JAIN	MBA	2nd Year	S
186124002	SHUBHAM KULASHRI	MBA	2nd Year	S
186122038	AMEESHA SRIVASTAVA	MBA	2nd Year	S
186122044	KARISHMA SEMWAL	MBA	2nd Year	S


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186122043	NISHANK GLADWIN LYALL	MBA	2nd Year	P
186122045	ABHIJEET JANA	MBA	2nd Year	S
186122001	SHIVANI SRIVASTAVA	MBA	2nd Year	G
186122031	VINIT DOGRA	MBA	2nd Year	S
186122026	SIMRAN ARORA	MBA	2nd Year	S
186122003	ABHISHEK SAXENA	MBA	2nd Year	G
186122017	SHUBHI SAKSENA	MBA	2nd Year	S
186122018	SURABHI KUSHWAHA	MBA	2nd Year	S
186124004	VISHAL SHARMA	MBA	2nd Year	S
186122023	NIKHIL GAUTAM	MBA	2nd Year	G
186122027	DEEPAK RANA	MBA	2nd Year	S
186122029	ANKIT SINGH GUSAIN	MBA	2nd Year	S
186122051	SAMIKSHA .	MBA	2nd Year	G
186122052	AGAM GARG	MBA	2nd Year	S
186122015	MANSI RAWAT	MBA	2nd Year	S
186122070	SHIVANI SHARMA	MBA	2nd Year	G
186122042	AISHWARIYA BISHT	MBA	2nd Year	S
186122040	PUSHPENDRA CHOUDHARY	MBA	2nd Year	S
186122012	VISHAL TIWARI	MBA	2nd Year	S
186122039	HARSHIT GOEL	MBA	2nd Year	G
186122019	SWARNIMA GHAI	MBA	2nd Year	S
186122050	NIHARIKA KUMARI	MBA	2nd Year	S
186122058	VEMULA AKASH	MBA	2nd Year	G
186122069	AKSHAY DHAKA	MBA	2nd Year	S
186122063	ROHIT GEHLOT	MBA	2nd Year	S
186124007	NEMAIE CHANDRA ROY	MBA	2nd Year	G
186122066	HEENA VERMA	MBA	2nd Year	S
186122064	DIVYANI RAWAT	MBA	2nd Year	S
186122068	SONA DHAR	MBA	2nd Year	S
186122073	UDAY PRATAP	MBA	2nd Year	G
186122071	PRABHANSHU KUNWAR	MBA	2nd Year	S
186122074	SHUBHAM TYAGI	MBA	2nd Year	S
186122072	AASTHA JAIN	MBA	2nd Year	G

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