

**Mahatma Phule Shikshan Santha's**

**Karmaveer Bhaurao Patil College, Urun-Islampur**

**Department of B.Sc. Computer Science (Optional)**

**Academic Year 2025-2026**

**A**

**Report On**

**“Employability Skill Training Programme”**

The Workshop on the “Employability Skill Training Programme” was successfully held on 16<sup>th</sup> July 2025 To 23<sup>th</sup> July 2025, at class F7. The event was organized by Karmveer Bhaurao patil college, Urun-Islampur with the aim of “To prepare students for interview and workplace communication with final year’s students”.

The program commenced with a warm welcome by the host, followed by the traditional lighting of the lamp ceremony, symbolizing the removal of ignorance and the ushering in of knowledge and empowerment.

### **Chief Guest Address :-**

The event was graced by **Hon. Pradnya Shivankar mam**, as the Chief Guest, who delivered an inspiring speech on the importance of empowering women through education, financial independence, and leadership roles. She emphasized the need for systemic changes and community support in achieving gender equality.

### **Topic Coverd:-**

- Resume writing & cover letter drafting.
- Group discussion techniques.
- Interview preparation.
- Communication and presentation skills.
- Time management & teamwork.
- Problem-solving and critical thinking.
- Corporate etiquette & professional behavior.

### **Guest of Honour Remarks :-**

The Guest of Honour, Pradnya Shivankar mam also addressed the gathering, highlighting real-life examples of women who have broken barriers and contributed significantly to society. The address encouraged women to strive for excellence and not be limited by societal constraints.

# Training Methods Used :-

## 1] Group discussion & activity :-

### Activity in GD Workshops :-

Along with discussions, activities make learning interactive and practical. Examples include:

- **Icebreakers** (to build comfort and rapport)
- **Mock Group Discussions** (to practice real situations)
- **Team Challenges** (like puzzles, problem-solving, or role plays to encourage collaboration)

### Benefits of Group Discussion & Activities:

- Improves communication and confidence
- Encourages teamwork and leadership
- Enhances critical thinking and decision-making
- Builds mutual respect and collaboration

## 2] Skill Improvement :-

**Skill Improvement** is the process of enhancing one's abilities, knowledge, and performance to achieve personal and professional growth. It focuses on developing both **hard skills** (technical abilities) and **soft skills** (communication, teamwork, problem-solving).

### Ways to Improve Skills :-

1. **Continuous Learning** – Attending workshops, online courses, and training.
2. **Practice & Application** – Regularly applying skills in real-life situations.
3. **Feedback & Reflection** – Seeking constructive feedback and making improvements.
4. **Time Management** – Organizing tasks effectively to enhance productivity.
5. **Adaptability** – Staying open to new ideas, tools, and methods.

## **Benefits of Skill Improvement :-**

- Boosts confidence and self-development
- Enhances employability and career opportunities
- Improves efficiency, productivity, and creativity
- Strengthens teamwork and leadership qualities
- Helps in achieving personal and organizational goals

### **3] Group activity-related to group act :-**

**Group Activity** is a collaborative task where participants work together to share ideas, solve problems, or make decisions. In the context of **Group Discussion (GD)**, activities are designed to improve communication, teamwork, and critical thinking.

## **Mock Group Discussion :-**



### **• Process :-**

1. Participants are divided into groups (6–8 members).
2. Each group is given a topic (e.g., “Is technology making us smarter or lazier?”).
3. Members discuss for 10–15 minutes while a facilitator observes.
4. Observers note participation, clarity, listening, and leadership.

### **• Objective :-**

- To practice clear communication and logical reasoning
- To encourage respect for diverse opinions
- To identify strengths and areas for improvement in group behavior

## **Benefits of Group Activity in GD :-**

- Builds confidence in public speaking
- Improves listening and decision-making skills
- Enhances teamwork, cooperation, and leadership qualities

- Creates real-life learning experience through practice

#### 4] **Poster presentation :-**

**Poster Presentation** is a visual method of communication where information, ideas, or research findings are displayed on a poster and explained to an audience. It combines both **visual design** and **oral explanation**, making it an effective tool for learning, awareness, and sharing knowledge.

##### **Features of a Poster Presentation :-**

- **Visual Appeal:** Uses charts, diagrams, images, and keywords for clarity.
- **Conciseness:** Presents key points in a simple and clear format.
- **Interactive:** The presenter explains and answers questions from viewers.
- **Informative:** Highlights important facts, messages, or research outcomes.

##### **Steps in Preparing a Poster Presentation :-**

1. **Select a topic** (academic, social, scientific, or creative).
2. **Organize content** into introduction, main points, and conclusion.
3. **Design the poster** with headings, bullet points, visuals, and colors.
4. **Practice presentation** to explain key ideas within a short time.

##### **Benefits of Poster Presentation :-**

- Enhances creativity and communication skills
- Makes learning interactive and engaging
- Improves confidence in presenting ideas
- Helps in spreading awareness effectively.
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#### 5] **Resume, Email writing skills :-**

A **resume** is a formal document that highlights an individual's education, skills, work experience, and achievements. It is often the first impression a candidate creates for employers.

### **Key Features of a Good Resume :-**

- **Clarity & Simplicity:** Easy to read with a professional format.
- **Accuracy:** Information must be correct and updated.
- **Relevance:** Tailored to the job applied for.
- **Structure :-**
  1. Contact details
  2. Career objective/summary
  3. Education
  4. Skills (technical & soft skills)
  5. Work experience / internships (if any)
  6. Achievements & extracurricular activities

### **Benefits :-**

- Creates a strong first impression
- Highlights strengths and skills
- Increases chances of employability

### • **Email Writing Skills :-**

**Email** is one of the most common forms of professional communication. Good email writing reflects clarity, professionalism, and etiquette.

### **Key Elements of Professional Email :-**

- **Subject Line:** Clear and precise (e.g., Application for Internship).
- **Greeting:** Polite and appropriate (e.g., Dear Sir/Madam).
- **Body:** Short, structured, and to the point.
  - Introduction (purpose of email)

- Main content (details)
- Closing line (thank you/expectation)
- **Signature:** Name, contact details, designation (if any).

### **Email Etiquette :-**

- Use polite and respectful language
- Avoid spelling and grammar mistakes
- Keep the tone formal in professional emails
- Respond promptly

## **6] Forming many words from one word :-**

**Forming words from one word** is a vocabulary-building activity in which letters of a given word are rearranged to create new meaningful words. It helps in improving spelling, creativity, and language skills.

### **Steps in Word Formation :-**

1. **Choose a base word** with more letters (e.g., Environment, Leadership, Communication).
2. **Rearrange letters** to create smaller words.
3. **Follow rules:** Words must be meaningful and correctly spelled.
4. **Practice in groups** to encourage creativity and teamwork.

### **Benefits of the Activity :-**

- Improves vocabulary and spelling
- Encourages logical thinking and concentration
- Develops problem-solving skills
- Makes learning English fun and interactive

## **7] To create a group play from one word :-**

**Group Play from One Word** is a creative activity where participants are given a single word, and they develop a short drama or skit based on the theme related to that word. It encourages imagination, teamwork, and communication skills.

### **Steps to Create a Group Play :-**

#### **1. Choose a Word (Theme):**

- Example words: Peace, Friendship, Honesty, Education, Nature, Freedom, Teamwork.

#### **2. Brainstorm Ideas:**

- Each group discusses what the word means and situations connected to it.

#### **3. Create a Storyline:**

- Develop a simple plot that reflects the meaning/message of the word.

#### **4. Assign Roles:**

- Divide characters, narrator, and background responsibilities among group members.

#### **5. Rehearse:**

- Practice dialogues, expressions, and actions to make the play effective.

#### **6. Perform the Play:**

- Present it in front of the audience, highlighting the chosen theme.

### **Benefits of the Activity :-**

- Builds creativity and imagination
- Improves communication and acting skills
- Strengthens teamwork and coordination
- Teaches moral values through performance
- Makes learning interactive and enjoyable

### **8] To think positively about a bad situation :-**

**Positive thinking** in a bad situation means focusing on solutions, opportunities, and lessons instead of only worrying about the problem. It is an important life skill that helps in overcoming challenges with confidence and hope.



## **Ways to Think Positively :-**

1. **Stay Calm:** Control emotions before reacting.
2. **Look for the Lesson:** Every difficulty teaches something valuable.
3. **Focus on Solutions:** Think “What can I do next?” instead of “Why me?”
4. **Practice Gratitude:** Remember the things that are still good in life.
5. **Believe in Yourself:** Trust that challenges are temporary and can be overcome.

## **Benefits of Positive Thinking :-**

- Reduces stress and anxiety
- Builds resilience and problem-solving ability
- Improves health and emotional well-being
- Encourages hope, motivation, and self-confidence
- Helps turn challenges into opportunities for growth

## **9] Problem solving group activity :-**

**Problem-solving group activity** is an interactive task where participants work together to find solutions to a given problem. It encourages critical thinking, teamwork, communication, and decision-making skills.

## **Steps for Conducting the Activity :-**

1. **Form Groups:** Divide participants into small teams (4–6 members).
2. **Assign a Problem/Task:** Examples:
  - Build the tallest tower using straws and tape
  - Solve a puzzle or riddle together
  - Plan a mini-event with limited resources
3. **Discuss and Strategize:** Teams analyze the problem, share ideas, and decide on a solution.
4. **Implement the Solution:** Carry out the plan or present the solution to others.
5. **Reflection:** Groups discuss what worked, challenges faced, and lessons learned.

## **Benefits of Problem-Solving Group Activity -**

- Develops teamwork and collaboration
- Enhances critical thinking and creativity
- Improves communication and leadership skills
- Encourages adaptability and decision-making
- Makes learning interactive and engaging

### **10] Taught the art of how to give a speech confidently in front of others :-**

**Speech delivery** is the skill of expressing ideas clearly and confidently in front of an audience. Learning this art helps individuals communicate effectively, influence others, and build self-confidence.

## **Key Points for Confident Speech :-**

1. **Know Your Topic:** Research and understand what you are speaking about.
2. **Plan Your Speech:** Structure it with an introduction, main points, and conclusion.
3. **Practice Regularly:** Rehearse aloud, alone or in front of friends.
4. **Maintain Eye Contact:** Engage with the audience to build connection.
5. **Use Clear Voice and Pace:** Speak loudly enough to be heard, and avoid rushing.
6. **Body Language Matters:** Stand straight, use gestures, and avoid fidgeting.
7. **Stay Calm and Positive:** Manage nervousness by deep breathing and positive thinking.
8. **Interact with the Audience:** Ask questions or include relatable examples to maintain interest.

## **Benefits of Confident Speech :-**

- Builds self-confidence and self-expression
- Improves communication and persuasion skills
- Helps in academic, professional, and social situations
- Encourages critical thinking and clarity of ideas

## 11] Situation handling :-

**Situation handling** refers to the ability to manage unexpected, challenging, or difficult circumstances effectively and calmly. It is an essential life skill that combines decision-making, problem-solving, and emotional control.

### Steps to Handle Situations Effectively :-

1. **Stay Calm:** Avoid panicking; take a deep breath before reacting.
2. **Analyze the Situation:** Understand the problem and its causes.
3. **Think of Possible Solutions:** Evaluate options and consequences.
4. **Act Decisively:** Choose the best solution and implement it.
5. **Communicate Clearly:** Explain your actions or decisions politely if others are involved.
6. **Learn from the Experience:** Reflect on what worked and what could be improved.

### Benefits of Good Situation Handling :-

- Reduces stress and anxiety in difficult circumstances
- Improves problem-solving and decision-making skills
- Builds confidence and emotional resilience
- Strengthens leadership and teamwork abilities
- Helps maintain control and professionalism in personal and professional life.

## 12] How to choose your own future :-

Choosing your own future means making conscious decisions about your goals, career, education, and personal growth rather than leaving it to chance or others. It requires self-awareness, planning, and determination.

## **Steps to Choose Your Own Future:-**

### **1. Know Yourself:**

- Understand your interests, strengths, weaknesses, and passions.

### **2. Set Clear Goals:**

- Define short-term and long-term goals for education, career, and personal life.

### **3. Gather Information:**

- Research careers, courses, and opportunities that align with your goals.

### **4. Make a Plan:**

- Break goals into actionable steps and set timelines.

### **5. Develop Skills:**

- Focus on education, communication, leadership, and technical skills needed for your chosen path.

### **6. Take Responsibility:**

- Own your decisions and actions; learn from mistakes instead of blaming others.

### **7. Stay Flexible:**

- Be ready to adapt to changes and new opportunities without losing sight of your goals.

## **Benefits of Choosing Your Own Future :-**

- Gives direction and purpose in life
- Boosts self-confidence and independence
- Encourages responsibility and decision-making
- Increases chances of success and personal fulfillment
- Helps avoid regrets and dependency on others

**13] Creating the feeling that you you yourself can make impossible things to possible :-**

Believing in yourself and your abilities is the key to achieving goals that may initially seem impossible. This mindset builds confidence, determination, and resilience, allowing you to overcome challenges and achieve success.

### **Ways to Develop This Mindset :-**

#### **1. Believe in Yourself:**

- Trust your abilities and have confidence in your potential.

#### **2. Set Ambitious Goals:**

- Dream big, but break goals into achievable steps.

#### **3. Stay Positive:**

- Focus on possibilities rather than obstacles.

#### **4. Learn from Failures:**

- Treat setbacks as lessons, not as reasons to quit.

#### **5. Take Action:**

- Consistent effort and persistence turn ideas into reality.

#### **6. Visualize Success:**

- Imagine yourself achieving your goals to strengthen motivation and determination.

#### **7. Surround Yourself with Positivity:**

- Seek encouragement from mentors, friends, and inspiring stories.

### **Benefits of This Mindset :-**

- Builds self-confidence and courage
- Encourages creativity and innovative thinking
- Strengthens problem-solving and resilience
- Motivates continuous learning and growth
- Helps achieve extraordinary goals that seem impossible at first

### **Outcomes of the Workshop :-**

- Increased confidence among students.
- Better understanding of industry expectations
- Improvement in communication and interview handling skills.
- Positive feedback from participants.

### **Feedback & Suggestions :-**

- Trainers appreciated the active participation and enthusiasm of the students.
- They observed that students showed a keen interest in learning soft skills, especially communication and problem-solving.
- Trainers recommended more hands-on sessions and one-on-one feedback rounds in future workshops.
- Overall, trainers found the event well-organized and impactful.

### **Conclusion :-**

- Workshop was successful and beneficial.
- Future plans for advanced training sessions or placement drives.

## Photo Gallary :-



















# तरुण भारत

## आत्मविश्वासाने मुलींनी आत्मनिर्भर बनावे

प्रज्ञा शिवणकर यांचे प्रतिपादन : कर्मवीरमध्ये महिला सक्षमीकरण कार्यशाळा

प्रतिनिधी

इस्लामपूर

विद्यार्थी दशेत तरुण मुलींनी आत्मनिर्भर होण्यासाठी आपल्या व्यक्तिमत्वात आत्मविश्वास निर्माण करणे आवश्यक आहे. हा आत्मविश्वास आपण न्युनगंड, संकोच व भयावर मात करूनच येतो, असे प्रतिपादन नांदी फौंडेशन पुणे येथील लाईफ प्रशिक्षक प्रज्ञा शिवणकर यांनी केले.

महात्मा फुले शिक्षण संस्थेच्या कर्मवीर माऊराव पाटील कॉलेजमध्ये आयोजित सात दिवशीय "महिला सक्षमीकरण प्रशिक्षण कार्यशाळेच्या सांगता समारंभात त्या बोलत होत्या. प्राचार्य डॉ.नितीन शिंदे अध्यक्षस्थानी होते. 'रोजगारक्षमता कौशल्य



इस्लामपूर : कार्यशाळेत मार्गदर्शन करताना प्रज्ञा शिवणकर, प्राचार्य डॉ. नितीन शिंदे, प्रा. तबस्सुम इनामदार, प्रा. मनीषा पाटील व प्रा. वंदना पाटील

प्रशिक्षण" या विषयावर आयोजित कार्यशाळेत प्रज्ञा शिवणकर यांनी मार्गदर्शन केले. मनुष्याच्या जीवनातील कौशल्य, डिजिटल ओळख, व्यवस्थापन, व्यावसायिक नैतिकता, देहबोली व व्यावसायिक शिष्टाचार, पैशाचे व्यवस्थापन, सार्वजनिक

कार्यक्रमात सादरीकरण करण्याची तयारी, प्रस्तुतीकरण, निश्चिती आणि मुलाखतीची तयारी, प्रकल्प सादरीकरण, ध्येय निश्चिती वेळेचे व्यवस्थापन तसेच अर्ज लेखन, ई-मेल करणे, आत्मविश्वास वाढविणे, रोल प्ले, अडचणी वर मात करणे,

संभाषण कौशल्य वाढ, विद्यार्थिनींमध्ये आत्ममान, दूरदृष्टी, थाडस निर्माण होण्यासाठी या सर्व घटकांची तयारी विविध प्रात्यक्षिकाद्वारे या कार्यशाळेत करवून घेतली गेली. या कार्यशाळेचे उद्घाटन उपप्राचार्य डॉ. पी. व्ही. गायकवाड यांनी केले.

नांदी फौंडेशन पुणे यांच्या वतीने लाईफ ट्रेनिंग प्रोग्राम अंतर्गत या कार्यशाळेचे आयोजन करण्यात आले होते. सावित्रीबाई फुले युवती मंच आणि कॉलेजचा संगणक विभाग यांनी संयुक्तपणे कार्यशाळेचे संयोजन केले. यावेळी प्रा. तबस्सुम इनामदार, प्रा. प्राजक्ता पाटील, प्रा. वंदना पाटील, प्रा. पी.एम.मोरे व प्रा. मनीषा पाटील, प्रा. सुजाता चोपडे यांनी कार्यशाळा यशस्वी करण्यासाठी परिश्रम घेतले.