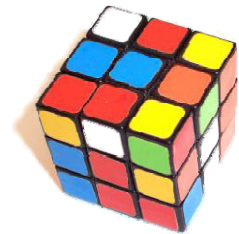


Job Readiness workshop



Our USP

**Special
Job Hunting
Module**

**Focused
attention to
each student**

**Experienced
faculty from
XLRI**

**Course
Designed by
HR experts**



You can't rely on your degree alone to automatically open doors after you graduate. It will make you eligible to apply for jobs that specify "must be a graduate", and the subject or class of your degree may also be important to certain employers. But however good your degree class, however relevant your subject to the career that you'll be applying for, **it is likely that you will be competing for this job with a number of other graduates who are equally well-qualified academically.**

Employers are therefore seeking graduates who are enterprising, resourceful and adaptable and who, as well as their degree, possess a range of skills which can be used in a wide variety of settings as well as in their careers. These are known as **job readiness skills.**

Workshop Coverage

The Workshop would cover topics in the areas of:

- ✓ Workplace Etiquette
- ✓ Personal Grooming
- ✓ Body Language for the workplace
- ✓ Communicative English
- ✓ How to face an Interview
- ✓ How to write an effective CV
- ✓ Self Management
- ✓ Problem Solving
- ✓ Planning & Organizing
- ✓ Team working

At the workshop's conclusion, participants should be able to:

- ✓ Confidently face an Interview
- ✓ Dress appropriately according to situation
- ✓ Able to express ideas clearly and confidently in speech
- ✓ Able to express clearly in writing
- ✓ Able to plan activities & carry them through effectively
- ✓ Work confidently within a group
- ✓ Able to act on initiative, identify opportunities & proactive in putting forward ideas & solutions
- ✓ Gather information systematically to establish facts & principles. Problem solving.
- ✓ Manage time effectively, prioritising tasks and able to work to deadlines.
- ✓ Present a strong, professional, positive image to others which inspires confidence & commands respect.

Gray Matters Academy is a venture of Gray Matters Consulting Pvt. Ltd.