

Stepping Stones workshop



Our USP

Special
Only 10 students
per batch for
focused
attention

Experienced
faculty from XLRI

Course Designed
by HR experts

20 Hours
Course

Spread over
10 days
(2 hours each)



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.**

The Workshop would cover topics in the areas of:

- ✓ Personality Development
- ✓ Workplace Etiquette and Personal Grooming
- ✓ English Diction & Writing skills
- ✓ General Awareness
- ✓ Body Language for the workplace
- ✓ How to face an Interview and Group Discussion
- ✓ How to write an effective CV
- ✓ Presentation Skills (Video Based)
- ✓ Basic IT Skills (As required in the workplace)
- ✓ Lessons on Self Management, Problem Solving, Planning & Organizing and Team working through movies

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

- ✓ Confidently face an Interview and GD
- ✓ 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
- ✓ Manage time effectively, prioritising tasks and able to work to deadlines.
- ✓ Present a strong, professional, positive image to others which inspires confidence & commands respect.

Workshop Coverage

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