



SILIGURI INSTITUTE OF TECHNOLOGY

Training Report on Soft skill.

Training Details:

Title of Training: *Finishing School Program*

Resource Organization/ Name of Trainer: *Career Launcher*

Date: *17/08/2020 to 31/08/2020*

Venue: *Online*

Branches : *CSE, ECE, IT, EE & CE (2021 PO)*

Brief Report on “Finishing School Program (FSP)”from 17/08/2020 to 31/08/20202021 pass out all students.

FSP program is conducted for the overall aptitude and personality development for the student required to appear for any interview which also impart also addition of value for the students. An aptitude test is a systematic means of testing a job candidate's abilities to perform specific tasks and react to a range of different situations. The tests each have a standardized method of administration and scoring, with the results quantified and compared with all other test takers. FSP will reduce the gap between the college and the industry; this will provide the essential knowledge and skill to work with confident. The students understand the industrial needs and expectations to face the interview confidently and secure the suitable position. Soft skills include: attitude, communication skills, time management, critical thinking and a slew of other categories that do not relate to intelligence. The students would be trained with qualitative skill, employment oriented dexterity, quantitative aptitude, soft skills and others required for their employment.

Objective of the training: Students will be explored to enhance business communication and interpersonal skills. They also acquire the skills to solve the aptitude questions for any recruitment drive in a structured manner.

.Outcome of the program:

Students will be able to:

- Able to exhibit knowledge, skills and attitude required to deliver organizational goals.
- Able to recognize basic needs of Human Resource Management in a modern corporate world.
- Gain skills on solving different aptitude questions based on standard campus recruitment drive.

Summary of the program:

The following points can be noted from the program

- In the very fast 1st session trainers have clearly demonstrated the need of skill of solving aptitude questions quickly, soft-skills, personality development, group discussions and industry interactions in their professional career.
- 1st half of every training day was conducted by the trainer and he was engaging the students by teaching and practicing the quick solving ways of any aptitude problems. Mr. Dhar discussed suitable techniques for solving aptitude questions comprises of quantitative aptitude, logical, verbal and non-verbal reasoning .

- The students became very much interested and learn from the training.
- 2nd half of every training day was conducted by Mr. Devanjan Sarkar. In this session some fruitful procedures for the overall grooming had been discussed. By taking students on a journey through choosing the right job into understanding the mind of the recruiter to make it there while building competence in elements like resume building, cover letters, email etiquette, interviews and follow-ups.
- Some course materials for placement aptitude papers have been given to the students for solving within the prescribed time limit and some easy and quick method was provided to the students.
- During the interactive session some students raised their queries and they motivated to arrange some group discussions/industry awareness/grooming sessions among themselves. Bright students are entitled to help the weak students in this case for establishing a team-work and ethics.
- In the concluding part trainers thanked all the students for their patience hearing .
- The program continued with about 220 students all the departments.
- As per the feedback received from the students end the industrial training was fruitful and highly appreciable for the students and the instructor has demonstrated all the necessary topics in a healthy manner.