



Maharaja Agrasen Institute of Technology

Department of Management, MBA

Dossier

On

**Barclays Training Program on
“Connect with Work”**

Held On

06th October 2021 – 08th October 2021

MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY, DELHI

DEPARTMENT OF MANAGEMENT (MBA)

ORGANIZES

BARCLAYS **RUBICON**

THREE DAYS TRAINING PROGRAM

ON

“BARCLAYS CONNECT WITH WORK”

6-8 OCTOBER, 2021 (9:15 AM TO 4:30 PM)

FACULTY COORDINATOR – DR. SUKHVINDER SINGH

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Event Incharge:

Dr. Sukhvinder Singh : Assistant Professor

Dr. Amit Gupta

HOD, Department of Management, MBA

FORM A

Proposal:

Name of the Event: **Connect with Work Training Program**

Location : Department of Management MAIT , Rohini , Delhi

Date : 06th ,October 2021 to 08th October 2021

Time : 09:30 AM – 4:30 PM

Organized By : Department of Management, MBA, MAIT

Motivational Objective of the Visit:

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Connect With Work Training Program prepare students to get, keep and excel at a new job. Basic employability skills include effective communication, problem solving, resume building, and interviewing. Connect With Work Training Program also help students to develop good work habits that facilitate their on-going success. Training program typically include lectures, discussions and role-playing exercises

Form B

Part 1

Aim of the event:

Training helps students to learn things while doing things by themselves. Moreover, it gives exposure to handle real life situations and challenges. Main aim of training program is to prepare students for campus interviews and develop good work habits that facilitate their on-going success.

Part 2

Abstract:

Maharaja Agrasen Institute of Technology, Department of Management organized three day training program from October 6th, 2021 to October 8th 2021 for MBA – III semester on **Connect with work program. Barclays “Connect with Work”** Program in collaboration with Rubicon as an implantation partner **and Rubicon Foundation** as an NGO partner aims at improving the employability skills of the youth. Under this program, students were trained by **Corporate Trainers** to enhance their life skills which would help them significantly to increase their chances of succeeding in a job interview. This program is being launched with a limited no of colleges in India.

Training Program Details:

The training was conducted by two trainers Mr Sushant Sharma & Mr Varun Khanna for two batches of MBA II year students 24 Hrs. of high impact training by expert on Soft Skills and Communication, topics are mentioned below

S.No	Topic	Learning Objectives	Duration
1	Expectation setting	To learn Industry expectations from fresher's	1
2	Ice breaking	To know more about the trainer & candidates	1
3	Organizational Structure	To learn Organizational structure	2
4	SWOT Analysis	To identify their Strength/Weakness/Opportunities/Threat	2
5	Corporate Jargons	To learn most commonly used words in corporates	1
6	Public Speaking	To eliminate stage fear	2
7	Presentation	Skills To articulate your thoughts through Power point presentation	2
8	E-mail Etiquette	To learn E-mail writing skills	2
9	Grooming	Dress to impress/ Proximity/ Personal hygiene	2
10	Body language	To learn positive body language	1
11	Telephone Etiquette	To handle telephonic round of interview/ To learn call mechanics	2
12	Group Discussion	To access candidates' public speaking skills	2
13	Personal	To perform well during interviews	4

	Interview		
Total			24

Day 1

Introducing the connect with work program

Expectation setting

Ice breaking

Organizational Structure

SWOT Analysis

Corporate Jargons

Day 2

Corporate Readiness

Public Speaking

Presentation

E-mail Etiquette

Grooming

Body language

Telephone Etiquette

Day 3

Personal Interviews and Group Discussion

Team Building Exercises

Group Discussion rules and enhance Public Speaking Skills

Tips to handle Interview and be able to create the right impression (Personal Interviews)

The session proved to be good learning and hand on experience for final year students seeking final placements.

Conclusion

The training session proved to be good learning and hand on experience for final year students seeking final placements. The session ended with one to one personal interview and deliberations where student clarified their doubts regarding resume writing and interview handling skills

Snap Shot:

