A Report on Five-day training program on "Professional Communication & Job Readiness" Organized by School of Management from 30.03.2026 to 04.04.2026.

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In the present competitive and dynamic corporate environment, the importance of soft skills and professional competencies has become increasingly significant alongside academic knowledge. Employers today seek graduates who are not only technically sound but also possess strong communication abilities, adaptability, problem-solving skills, and professional etiquette. Recognizing this need, it becomes essential for educational institutions to provide structured training interventions that bridge the gap between academic learning and industry expectations, thereby enhancing students' overall employability and readiness for professional roles.

In this context, a five-day Soft Skills and Employability Enhancement Training Programme was conducted from 30 March 2026 to 04 April 2026 at KKB 310 and KKB 301, in collaboration with Transcend Now, Chennai. The programme was facilitated by experienced trainers, Mahamuda G and Shameem Afroze, who adopted a blended approach comprising conceptual inputs, interactive sessions, case-based discussions, and practical exercises. The training focused on key areas such as self-awareness, time management, communication and professionalism, growth mindset, problem-solving, and interview skills, with the objective of equipping students with the necessary competencies to succeed in the corporate world. Dr. Bhanusree Reddy, Dean SOM, delivered the inaugural address on Day 1 emphasizing the significance of soft skills and employability competencies in today's competitive corporate environment. She encouraged the students to actively participate in the training programme to enhance their communication, professionalism, and overall career readiness. She also formally introduced the trainers, highlighting their expertise and experience, and expressed confidence that the sessions would provide valuable insights and practical learning to the participants.

The detailed information regarding the five days training programme is as follows

Day 1: Self-Awareness and Personal Growth

The first day of the programme emphasized the importance of self-awareness as a foundation for personal and professional effectiveness. Students were guided through structured self-assessment exercises to evaluate their strengths and weaknesses. Tools such as SWOT Analysis were used to help students systematically identify their internal capabilities and external

opportunities. In addition, the SMART goal-setting technique was introduced to enable students to set clear, measurable, and achievable career objectives. These activities facilitated introspection and helped students align their personal attributes with their long-term goals.

Key topics covered:

- Identification of strengths and weaknesses using SWOT Analysis
- Personality understanding through self-reflection exercises
- Goal setting using the SMART framework
- Career alignment and self-development planning

Day 2: Time Management and Productivity Skills

The second day focused on improving productivity through effective time management practices. Students were introduced to structured approaches such as the Eisenhower Matrix, which helps in prioritizing tasks based on urgency and importance. Practical techniques like time blocking and preparation of daily to-do lists were emphasized to ensure efficient scheduling. The sessions also addressed common challenges such as procrastination and time wastage, encouraging students to adopt disciplined work habits.

Key topics covered:

- Principles of time management
- Task prioritization using the Eisenhower Matrix
- Preparation of structured to-do lists
- Time-blocking technique for effective scheduling

Day 3: Communication and Professionalism in the Workplace

The third day was dedicated to developing communication skills and understanding workplace professionalism. The sessions covered both verbal and non-verbal communication, with a strong emphasis on corporate communication practices. Students were trained in attending meetings, delivering presentations, and maintaining proper etiquette in both offline and virtual environments. Additionally, tips on vocabulary enhancement and effective self-introduction were provided, enabling students to communicate confidently in professional settings.

Key topics covered:

- Corporate communication skills
- Meeting etiquette (offline and virtual)
- Presentation skills
- Vocabulary building and self-introduction

Day 4: Growth Mindset, Resilience, and Client Interfacing Skills

The fourth day focused on developing a positive mindset and enhancing interpersonal skills. Students were introduced to the concept of growth mindset and its importance in continuous learning and adaptability. Sessions on resilience provided insights into handling stress, challenges, and failures effectively. Furthermore, students were given opportunities to present product ideas and engage in persuasive communication, thereby gaining exposure to client interfacing and real-world interaction scenarios.

Key topics covered:

- Growth mindset vs. fixed mindset
- Techniques for building resilience
- Client interaction and persuasion skills
- Product presentation activities

Day 5: Adaptability, Problem Solving, Group Discussion, and Interview Skills

The final day integrated multiple employability skills essential for placement readiness. Students were exposed to real-world case scenarios, where they applied structured problem-solving techniques to identify and resolve issues. The importance of adaptability and flexibility in dynamic work environments was emphasized. The sessions also included group discussion techniques and interview preparation, where students practiced handling situational and stress-based questions through mock exercises.

Key topics covered:

- Problem-solving using case scenarios
- Adaptability in changing environments
- Group discussion techniques
- Interview skills and stress management

During the valedictory programme, Dr. Bhanusree Reddy expressed her sincere gratitude to the trainers for their dedicated efforts and valuable contribution to the successful conduct of the training programme. Dr. Ramanthan, Principal, addressed the students, emphasizing the importance of such skill development initiatives in shaping their careers, and also felicitated the trainers as a mark of appreciation. The programme was attended by all faculty members, reflecting the collective support of the department. The trainers, in turn, conveyed their appreciation to the department for the excellent coordination and cooperation extended throughout the programme.

Outcome of the programmes

The five-day training programme was successfully completed with active participation from **118 students**, all of whom effectively utilized the opportunity and derived significant benefits. The programme led to a noticeable improvement in students' self-awareness, communication skills, time management, and overall professional confidence. Participants developed a better understanding of workplace expectations, enhanced their problem-solving abilities, and demonstrated increased readiness for group discussions and interviews. The exposure to practical tools and interactive sessions contributed to building a growth-oriented mindset and adaptability among students. Overall, the programme played a vital role in strengthening students' employability skills and preparing them for successful entry into the corporate environment.