

**TELANGANA TRIBAL RESIDENTIAL DEGREE AND PG COLLEGE (W)
SHADNAGAR, RANGA REDDY DISTRICT**



**REPORT ON
A ONE-WEEK ORIENTATION PROGRAMME ON
"CARRIER GUIDANCE"
BY
UNITED WAY OF HYDERABAD (N.G.O)**

Dates: 2nd January 2025 to 8th January 2025

Group: BSc(MPCS), BSc(MPC), BSc(BZC), BSc(MZC), BCOM(CA), BA Final Year

Student Strength: 79

Resource Persons:

| S.no | Ressource Person | Designation |
|------|------------------|--------------------------------------|
| 1 | K. Surekha | Operations Officer, UWH |
| 2 | Mr. RaviKumar | Operations Incharge cum trainer, UWH |
| 3 | Ms. Varsha | Operations Incharge cum trainer, UWH |

Schedule:

| Date | Day | Topics |
|------------|-----------|---|
| 02-01-2025 | Thursday | Career Planning, Basic Grammer, Vocabulary, Public Speaking, Orientation Baseline Assessment, Self Introduction, Attitude is Everything |
| 03-01-2025 | Friday | Email Writing, Team Building, Group Discussions, Interpersonal Skills |
| 06-01-2025 | Monday | Presentation Skills, Body Language, Stress Management, Time Management |
| 07-01-2025 | Tuesday | Leadership Skills, Organizational Etiquettes, Resume Building, Interview Skills |
| 08-01-2025 | Wednesday | Job Portals and Market Research, Endline Assessment, Mock Interviews, Trainers Assessment |

DAY - 1
2nd January 2025

Topics: Career Planning, Basic Grammar, Vocabulary, Public Speaking, Orientation Baseline Assessment, Self Introduction, Attitude is Everything

The trainers enlightened the students on career-related exercises such as self-introduction, orientation baseline evaluation, and attitude is everything. The trainers also provided information regarding their non-governmental organization, United Way of Hyderabad and how it is helping the final year graduate students. The resource persons gave the insights about the job paths they should take in their last year of graduation; the dynamic and continuous process of career planning gives people the ability to take charge of their working lives, making an investment in one's future by devoting time and energy to career preparation.

They stressed on the importance of vocabulary usage, the collection of words that a person knows and uses in a given language is referred to as their vocabulary. Because it facilitates clear expression and understanding, it is essential to language acquisition and communication, delivering a speech or presentation to an audience with the intention of educating, inspiring, entertaining, or influencing them is known as public speaking. Public speaking in the current generation is an essential ability for both career and personal growth. The trainers also explained about how to establish a good first impression during an interview by emphasizing your experience, abilities, and motivation for the position in your self-introduction.

The Value of Career Guidance:

- 1. Goal Clarity:** Career planning helps people define attainable short- and long-term objectives by giving them a clear sense of direction.
- 2. Skill Development:** It enables focused personal and professional development and aids in determining the skills necessary for a particular career path.
- 3. Well-Informed Decision-Making:** People can make well-informed judgments that are consistent with their beliefs and interests by being aware of the different job options.

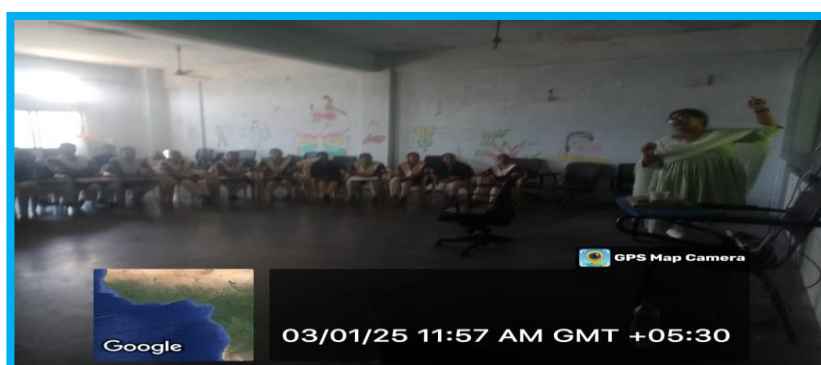
Photos:



DAY - 2 3rd January 2025

Topics: Email Writing, Team Building, Group Discussions, Interpersonal Skills

The trainers covered topics such as interpersonal skills, team building, group discussions, and drafting emails using Gmail. The resource persons explained about the following concepts in detail: professional communication that requires the ability to write emails that are clear, succinct, and impactful. The process of developing a motivated, cohesive, and cooperative group of people who work together to accomplish common objectives is known as team building. Communication is essential to the success of projects, organizations, and individuals. Open communication and trust among team members that makes it easier for people to share ideas, resources, and responsibilities. Trainers also stressed about the Team Building, Group discussions (GDs) and interpersonal skills, which are crucial components of effective collaboration and communication. Professional growth, academic success, and personal development all depend on them. The trainers also focused on the importance of group conversations, sharing their thoughts and opinions about a certain subject. They are frequently employed for problem-solving and decision-making in social, professional and interpersonal skills. They include communication, empathy, active listening, conflict resolution, and teamwork.



DAY - 3
6th January 2025

Topics: Presentation Skills, Body Language, Stress Management and Time Management.

Resource persons provided the important insights about the following: Presentation skills, which are necessary to effectively communicate ideas, concepts, and information to an audience, whether in a formal or informal setting. These skills are essential in personal, academic, and professional contexts, enabling individuals to convey messages confidently and persuasively. Presentation skills are a vital part of personal and professional development, which enable individuals to express themselves effectively, inspire others, and achieve their goals. The trainers explained about skills that can enhance your confidence, create meaningful impact in any setting and stress management. Body language is a vital aspect of human communication and interaction. It involves non-verbal signals, such as gestures, posture, facial expressions, and eye movements, that convey emotions, attitudes, and intentions. Use of body language effectively that can enhance communication, build relationships, and foster trust.



DAY - 4
7th January 2025

Topics: The trainers are focused on career planning activities like Leadership Skills , Organizational Etiquettes, Resume Building ,Interview Skills.

The resource persons enlightened the final year students on various topics such as leadership skills that are essential not only for those in formal leadership roles but for everyone, as they contribute to personal and professional growth. Developing leadership skills can result in increased job satisfaction, stronger teams, and more successful organizations. They also explained about the Organizational etiquette that plays a crucial role in maintaining a professional, respectful, and productive workplace. By following proper etiquette, individuals contribute to a positive work culture, build trust, and foster strong working relationships. Practical hands-on session in the computer lab was taken for building a strong resume, which is an essential requirement for making a positive first impression with potential employers. A well-organized and tailored resume helps showcase your skills, experience, and qualifications in the best light. The resource persons also focused on Interview skills that are essential for making a positive impression and effectively communicating your qualifications during the job interview process.



DAY - 5

8th January 2025

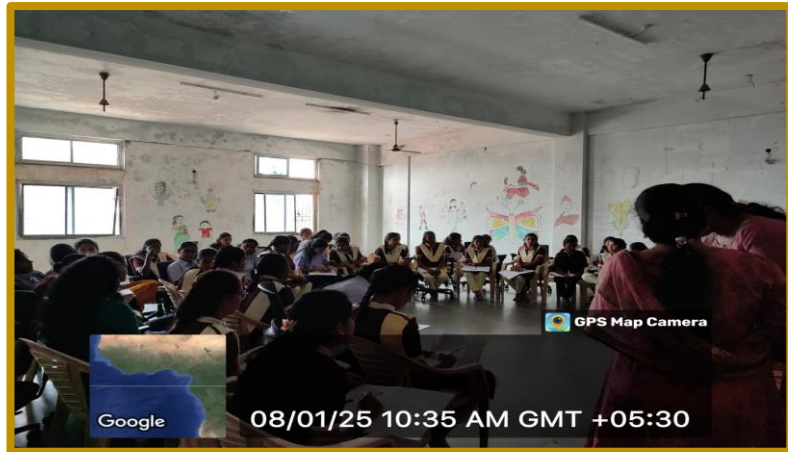
The trainers are focused on career planning activities like Job Portal, Market Research, End Line Assessment, Mock Interviews, Trainers Assessment. Job portals are online platforms where employers post job openings, and job seekers can browse and apply for these positions. These portals often allow candidates to upload resumes, set up job alerts, and sometimes even get career advice.

Some popular global job portals include quoted by the resource persons are:

1. **LinkedIn** – A professional networking site that also features job listings.
2. **Indeed** – One of the largest job search engines, offering listings from around the world.
3. **Glassdoor** – Known for company reviews and salary data, as well as job postings.
4. **Monster** – A well-established job board that offers job listings and career advice.
5. **CareerBuilder** – Another long-running job portal that features a wide range of job postings.
6. **ZipRecruiter** – A job aggregator that helps candidates apply for multiple jobs with one click.
7. **SimplyHired** – A job search engine that aggregates listings from various sources.
8. **Angellist** – Focuses on job listings for startups, especially in the tech industry.
9. **Job.com** – A job portal that uses AI to match candidates with relevant job opportunities

Photos:





Proof Documents:

- 1. Attendance Sheet**
- 2. Assessment Test**
- 3. Softcopy of Certificates**