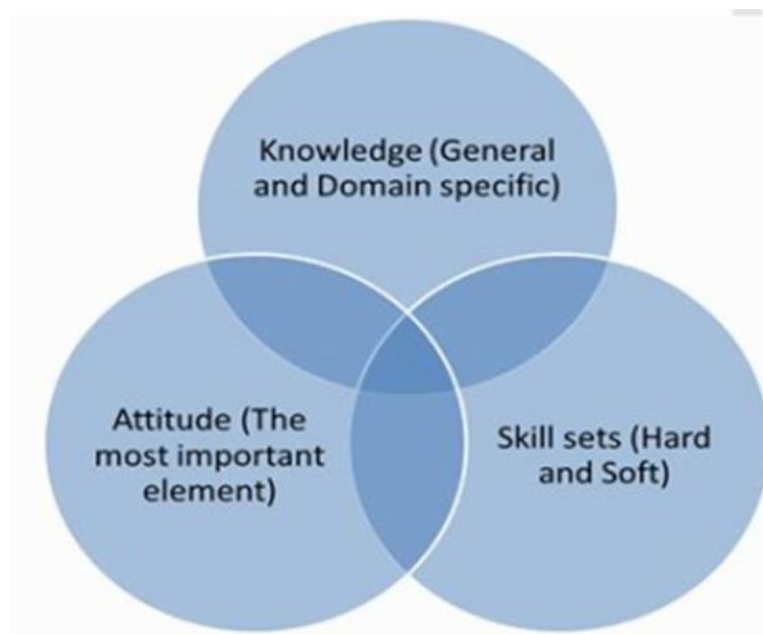


## Training Charter & Objectives

Training imparted at RVIM is one of the best practices of the institution. Institutionalizing the training process has evolved it into a primary student centric activity.

### Charter

To develop the Centre as a single window for career counseling and training hub to transform the students into business leaders on all the three areas, i.e. Knowledge, Skills and Attitude



#### Knowledge

General to Specific knowledge building courses

#### Skill sets (Hard & Soft):

Emphasis on IT & IT application based training programme

#### Attitude:

Enhance student's attitude and provide personal grooming session for building necessary pre-placement skills.

### Training Objective:

- To Sustain Excellence in Training
- To develop RVIM Training as a comprehensive nodal point for training on curriculum supplementing modules, Pre-placement skills and domain specific skills.
- Build the student's aptitude that puts them across as strong decision makers.

- Aim of institutionalizing training calendar is to ensure students' skill quotient supports their academic merit.

### **Grooming global talent:**

- Developing a workable training calendar
- Saturday dedicated for training
- Using the services of professional trainers
- Different kinds of training
- Internships and live projects
- Alumni mentoring and peer mentoring
- Using innovative training methods

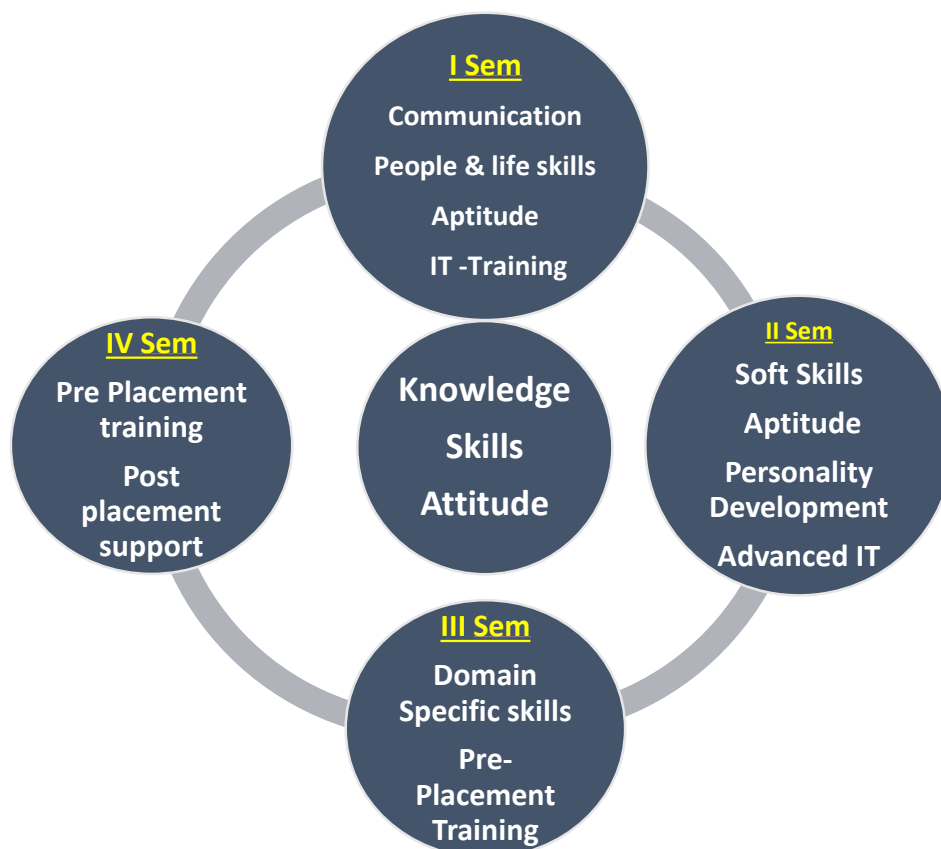
## **RVIM Training Model**

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Training and Placement department of the institute is in charge implementing the training process. Training students with a comprehensive curriculum is one of the objectives stated; to achieve this Training Calendar has been adopted from the batch 2018-2020 onwards. This puts training as an integral part of the program the training process followed as per the calendar is represented in the RVIM Training model (Fig given below).

### **RVIM Training Model**

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### RVIM Training Calendar:

Training Calendar provides semester wise schedule of training topics, it incorporates all students training needs. Calendar identifies specific training modules for each semester. Each of the identified session is scheduled in the time-table of the semester and weekly training program are offered to complement academic curriculum and domain specific training on specialization topics are given in the second year to build on the specialization capability and Advance IT training is provided from second semester onwards to ensure higher competencies among our students.

### Contents of Training Calendar:

**Semester 01:** Communication and Presentation is the training identified for first semester students. The contents of the module on communication and presentation skills provide a English immersion training session, followed by public speaking and presentation skills.

- English Immersion course for selected students based on SWOT profiling of the students.
- Computer Literacy (Entry level) for interested students

**Training module content is given below:**

Spoken English & Written English

Time: 2hr/session on every Saturday

Sl. No.	Content Covered	Content Covered
1	<ul style="list-style-type: none"> <li>• Synonyms &amp; Antonyms, Vocabulary, One word substitution, Grammar, Rearranging the sentences, Comprehension</li> <li>• Pronunciation</li> <li>• Grammar &amp; Writing</li> <li>• Fluency</li> <li>• Vocabulary</li> <li>• Role Plays</li> <li>• Speaking about myself</li> <li>• Motivation &amp; Confidence Building</li> <li>• Public Speaking</li> <li>• Presentation Skills</li> <li>• Assessment and Feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Task Based Learning</li> <li>• English through Film</li> <li>• News &amp; Current Issues</li> <li>• Developing Accurate Listening</li> <li>• Personal Writing</li> <li>• Oral Communications</li> <li>• Conversation</li> <li>• Games</li> <li>• Community Video Project</li> </ul>

**Semester-2-**

- Aptitude Training on every Saturdays for 2hrs through the semester
- Soft-skill Training on every Saturdays for 2hrs through the semester

Sl. No.	Topics	Content Covered
1	Aptitude Training	<ul style="list-style-type: none"> <li>• Numbers and calculation techniques (Basic Mathematics)</li> <li>• Averages</li> <li>• Ages</li> <li>• Simple and Complex equations</li> <li>• Ratios &amp; Proportions</li> <li>• Percentages</li> <li>• Profit and Loss</li> <li>• Simple and Compound Interest</li> <li>• Time</li> <li>• Speed &amp; Distance</li> <li>• Boats &amp; Streams</li> <li>• Problems on Trains</li> </ul>

- Computer Literacy for interested students on weekdays for 2hrs

Second semester students are trained on aptitude training – this includes soft skill module based on business etiquette, time management and negotiation skills.

**Training module content is given below:**

### **Aptitude Training**

Time: 2hr/session every Saturday through the semester

### **Soft skills**

Time: 2hr/session every Saturday through the semester

Sl. No	Topics	Topics to be covered
1	Business Etiquette <ul style="list-style-type: none"> <li>• Telephonic Etiquettes</li> <li>• Dining Etiquettes</li> <li>• Office Etiquettes</li> <li>• Meeting Etiquettes</li> <li>• Netiquettes Etiquettes</li> </ul>	<ul style="list-style-type: none"> <li>• Why meeting should be conducted?</li> <li>• Who has to attend the meeting?</li> <li>• Do you know how to develop agendas?</li> <li>• How to open meetings?</li> <li>• How to close the meetings?</li> <li>• How do you evaluate overall meeting?</li> <li>• How to stimulate discussion during meeting?</li> </ul>
2	Negotiation Skills	<ul style="list-style-type: none"> <li>• How do you set the Agenda for the negotiation?</li> <li>• Communication with difficult people.</li> <li>• How do you handle difficult people?</li> <li>• How do you recognize and prioritize emotions of other people?</li> <li>• Are you competitive or Collaborative during negotiation?</li> </ul>
3	Time Management	<ul style="list-style-type: none"> <li>• How to organize and plan to spend on specific activities.</li> <li>• Productive use of time</li> </ul>
4	Stress Management And Health Management	<ul style="list-style-type: none"> <li>• Introduction to Stress</li> <li>• Avoiding and managing stress</li> <li>• Workplace stress</li> <li>• Relaxation techniques</li> </ul>
5	Problem Solving and Decision Making	<ul style="list-style-type: none"> <li>• Understanding Problem solving</li> <li>• Developing effective problem statements</li> <li>• Identifying and managing risks</li> <li>• Critical thinking</li> </ul>
6	Selling Skills	<ul style="list-style-type: none"> <li>• How to sell yourself?- appearance, voice modulation, verbal(simple language)</li> <li>• Look for the interest of the customer</li> <li>• Build on the interest of the customer</li> <li>• Show the features &amp; benefits</li> <li>• Insist on the time factor to realize the interest</li> <li>• Closing the dialogue</li> </ul>
7	Etiquettes	<ul style="list-style-type: none"> <li>• Get the first impression well</li> <li>• Greet others &amp; introduce yourself</li> </ul>

		<ul style="list-style-type: none"> <li>• Body language- speak well</li> <li>• Dressing sense- appeals to others</li> </ul>
8	Facilitating Skills	<ul style="list-style-type: none"> <li>• Practicing: listening, questioning, probing, paraphrasing, dialoging.</li> <li>• Use of basic questions what, why, when, where, who and how.</li> <li>• What is your attitude as a facilitator?</li> </ul>
9	<p>Leadership Skills:</p> <ul style="list-style-type: none"> <li>• Influencing</li> <li>• Coaching</li> <li>• Delegating</li> <li>• Empowerment</li> <li>• Team Player</li> <li>• Leadership Traits</li> </ul>	<p>Influencing:</p> <ul style="list-style-type: none"> <li>• How to influence others in a positive manner using verbal and non-verbal techniques?</li> <li>• How to identify the situation where influencing is used?</li> <li>• Managing physical, emotions and mental states while influencing.</li> </ul> <p>Coaching</p> <ul style="list-style-type: none"> <li>• Do you like coaching others?</li> <li>• How do you coach others?</li> </ul> <p>Delegating:</p> <ul style="list-style-type: none"> <li>• What can be delegated?</li> <li>• How do you delegate?</li> <li>• How to develop others by delegation?</li> <li>• What are the barriers for Delegating:</li> </ul> <p>Empowerment:</p> <ul style="list-style-type: none"> <li>• Do you share power with others?</li> <li>• Do you make the most decisions in any situation?</li> <li>• Do you allow others to make decisions?</li> </ul> <p>Team Player:</p> <ul style="list-style-type: none"> <li>• Are you a team player?</li> <li>• What qualities you require to become a team player?</li> <li>• Are you /do you:</li> <li>✓ Listen to other team members.</li> <li>✓ Supportive to others.</li> <li>✓ Communicate effectively.</li> <li>✓ Flexible to accept others.</li> <li>✓ set as an example to others,</li> <li>✓ Build relationships.</li> <li>✓ A coach.</li> <li>✓ Open and generous.</li> </ul> <p>Leadership Traits:</p> <ul style="list-style-type: none"> <li>• What are your leadership traits?</li> </ul>
10	CV's Preparation	<ul style="list-style-type: none"> <li>• What is a CV?</li> <li>• Who needs a CV?</li> <li>• How does a CV differ from Resume?</li> <li>• What makes a CV stand out?</li> <li>• Does your CV reflect your profile?</li> <li>• How descriptive is your CV?</li> <li>• How do you get start with your CV?</li> </ul>

**Semester-3:**

- Aptitude Training, every Saturdays for 2hrs through the semester
- Computer Literacy for interested students on weekdays for 2hrs
- Pre-placement Training on every Saturday for 2hrs through the semester
- Domain Specific Training on weekdays.

Pre-placement training is offered to students during third semester. The training module is a 2hr session every Saturday of the semester.

**Training module content is given below:****Pre-Placement Training**

Time: 2hr/session on every Saturday

Topics	• Content covered
<b>Group Discussion Skills</b>	<ul style="list-style-type: none"> <li>• Leadership Skills: ability to lead, inspire, carry the team along to help them to achieve group's objectives.</li> <li>• Interpersonal Skills: ability to interact with other members of the group. Emotional maturity and balance, more people centric and less self-centered.</li> <li>• Persuasive Skills: ability to analyze and persuade others to see the problem from multiple perspectives without hurting the Other group members.</li> <li>• Problem Solving Skills: ability to come out with divergent and offbeat solutions and use one's own creativity.</li> <li>• Conceptualization Skills: ability to grasp the situation, take it from the day to day problems.</li> <li>• Can you initiate the discussion?</li> <li>• Can you listen to others point of view?</li> <li>• During discussion:               <ul style="list-style-type: none"> <li>✓ Are you natural?</li> <li>✓ Do you speak to the point?</li> <li>✓ Are you loud and aggressive?</li> <li>✓ Do you interrupt other speakers?</li> <li>✓ Do you change opinions frequently?</li> <li>✓ Do you emotionally outburst?</li> </ul> </li> </ul>
<b>Interview Skills</b>	<ul style="list-style-type: none"> <li>• Are you aware of first impression in an interview?</li> <li>• How do you walkup to interview room?</li> <li>• Are you aware of how to enter the interview room?</li> <li>• How do you approach the interview members?</li> <li>• What should be your sitting posture in the interview room?</li> <li>• What should be your body language?</li> <li>• Are you nervous, insecure, and defensive, anger, dominant, disbelief, discomfort, and disagreed, disgust?</li> </ul>
<b>Industry Academia Interactions</b>	<ul style="list-style-type: none"> <li>• General</li> <li>• Specialization Based</li> </ul>

## Aptitude Training

**Time: 2hr/session every Saturday through the semester**

Sl. No.	Topics	Content Covered
1	Aptitude Training	<ul style="list-style-type: none"><li>• Permutation &amp; Combination and Probability</li><li>• Pipes &amp; Cisterns</li><li>• Men &amp; Work</li><li>• Progressions</li><li>• Data Interpretation Logical Reasoning</li><li>• Clocks &amp; Calendars</li><li>• Directions</li><li>• Linear and Circular</li><li>• Seating Arrangements</li><li>• Blood Relations</li><li>• Set Theory and Venn Diagrams</li><li>• Finding the Missing Numbers, Logical Puzzles, Ranks</li></ul>

### Semester-4:

- Pre-placement Training on every Saturdays for 2hrs through the semester.
- Domain Specific Training on weekdays Pre-placement training modules are included that trains students on Group discussion.

## Pre-Placement Training

**Time: 2hr/session on every Saturday**

Topics	Content Covered
<b>Group Discussion Skills</b>	<ul style="list-style-type: none"><li>• Leadership Skills: ability to lead, inspire, carry the team along to help them to achieve group's objectives.</li><li>• Interpersonal Skills: ability to interact with other members of the group. Emotional maturity and balance, more people centric and less self-centered.</li><li>• Persuasive Skills: ability to analyze and persuade others to see the problem from multiple perspectives without hurting the Other group members.</li><li>• Problem Solving Skills: ability to come out with divergent and offbeat solutions and use one's own creativity.</li><li>• Conceptualization Skills: ability to grasp the situation, take it from the day to day problems.</li><li>• Can you initiate the discussion?</li><li>• Can you listen to others point of view?</li><li>• During discussion:<ul style="list-style-type: none"><li>✓ Are you natural?</li><li>✓ Do you speak to the point?</li><li>✓ Are you loud and aggressive?</li><li>✓ Do you interrupt other speakers?</li><li>✓ Do you change opinions frequently?</li><li>✓ Do you emotionally outburst?</li></ul></li></ul>
<b>Interview Skills</b>	<ul style="list-style-type: none"><li>• Are you aware of first impression in an interview?</li><li>• How do you walk up to interview room?</li></ul>



	<ul style="list-style-type: none"> <li>• Are you aware of how to enter the interview room?</li> <li>• How do you approach the interview members?</li> <li>• What should be your sitting posture in the interview room?</li> <li>• What should be your body language?</li> <li>• Are you nervous, insecure, and defensive, anger, dominant, disbelief, discomfort, and disagreed, disgust?</li> </ul>
<b>Industry</b> <b>Academia</b> <b>Interactions</b>	<ul style="list-style-type: none"> <li>• General</li> <li>• Specialization Based</li> </ul>

#### RVIM -List of trainers

Sl No	Name of Trainers/Designation	Affiliate Company
01	<b>Mr. Vinod Prabhu</b> Managing Director	<b>Seventh Sense Talent Solutions</b>
02	<b>Mr.Namburi Manikanta –</b> Campus Recruitment Lead	<b>THOUGHT WORKS</b>
03	<b>Mr.M.RaviChandra,-</b> Team-Lead	<b>Tata Consultancy Services</b>
04	<b>Mr.MG Raghuraman</b> Professional -Certified Coach	<b>I-Pause Consultants</b>
05	<b>Mr.Shailesh TNP ,</b> Director.	<b>Human Potential India</b>
06	<b>Mr.Vivek Antonio,</b> Principal - Learning & Development	<b>INFOSYS</b>
07	<b>Ms.Sophie,</b> Manager - Asset Management Services	<b>IBM</b>

08	<b>Mr.Ramani Venkat –</b> NLP Trainer	<b>Professional –NLP Trainers</b>
09	<b>Mr.Vignesh M.K.-</b> Trainer	<b>Soft Skill Trainer</b>
10	<b>Mr.Harinath</b> <b>Trainer</b>	<b>Moorthy Academy</b>
11	<b>Ms.Ramya Siddrath</b> <b>Trainer and Consultant</b>	<b>Tattva</b> <b>Bangalore</b>