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REPORT
ON
Training on 'Time Management'
(Communication and Softskills)

Date	Topic	No. of Students	Venue: Seminar Hall
28-12-2024	Time Management	180	Conducted By : Center For Career Development Resource Person: Dr.J.Krithika
01-01-2025	Vision of Career – I	180	
02-01-2025	Vision of Career – II	180	
03-01-2025	Vision Board Activity	180	
06-01-2025	Career Planning – I	180	
07-01-2025	Career Planning – II	180	
11-01-2025	Netiquette	180	
08-02-2025	Business Etiquette	180	

Overview:

As part of the employability enhancement initiative for MBA students (Batch 2024–26), a series of training sessions were conducted focusing on professional and personal development. These sessions aimed at equipping students with essential skills such as time management, vision setting, career planning, netiquette, and business etiquette, all of which are vital for their academic journey and career readiness.s.

Objectives :

- To help students develop effective **time management techniques** for balancing academics, career, and personal goals.
- To enable students to create a **clear career vision** and align their goals with future aspirations.
- To provide practical exposure to **career planning tools and strategies**.
- To cultivate professional online communication practices through **netiquette training**.
- To enhance interpersonal and workplace readiness through **business etiquette practices**.

Agenda/Flow of the Event

- **Introduction to the Topic** – Trainers introduced the importance and relevance of each session in the context of student and professional life.
- **Concept Explanation** – Theoretical aspects, real-world applications, and frameworks were explained.
- **Interactive Activities** – Role plays, vision board exercises, and group activities were conducted to reinforce learning.

- **Practical Insights** – Trainers shared tips and strategies to apply concepts effectively in daily life and future workplaces.
- **Q&A Session** – Students clarified doubts and shared their reflections.
- **Summary & Takeaways** – Recap of key lessons and actionable insights

Learning Highlights:

- Students understood the importance of **prioritization and scheduling** for effective time use.
- The **vision board activity** helped them visualize and define their long-term career aspirations.
- Hands-on sessions on **career planning** guided students in goal setting, resume building, and future readiness.
- **Netiquette training** created awareness about professional communication in digital platforms.
- **Business etiquette training** enhanced confidence in formal interactions, teamwork, and corporate culture adaptability.

Take away of the session :

Students actively participated in activities, group discussions, and self-reflection exercises. The vision board activity was particularly well-received, as it encouraged creativity and goal clarity. Role-play and etiquette exercises ensured interactive and experiential learning.

Students reported improved awareness of professional skills required in the workplace. They expressed that the sessions gave them confidence in managing time, planning careers, and presenting themselves professionally in both online and offline environments.

Photo:





Sd/-



Dr.Purushottam Bung
Professor & Director RVIM

