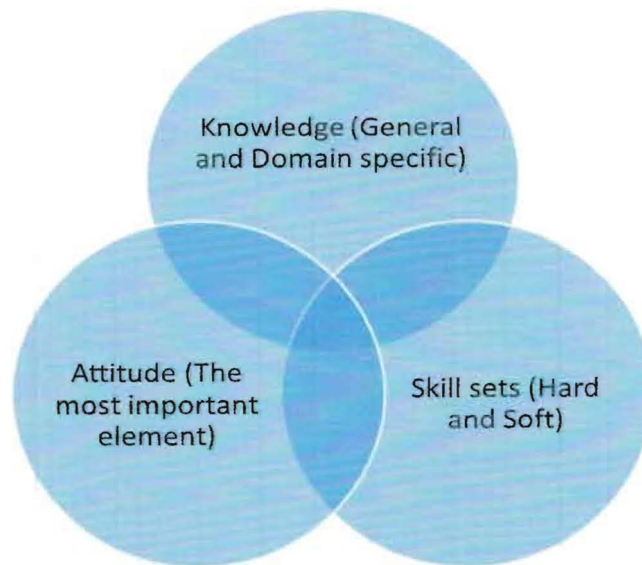




Training Policy

Objective: The training programme is designed to give the students of RVIM the necessary exposure to train them in all the domains, specialized soft skills which are essential in today's corporate environment, in order to help them transition easily from the campus to the corporate world. The three main important elements of a training programme are:



Methodology:

- General Discussions
- Outbound Training Program
- Quizes
- Interactive Sessions
- Presentations
- Role Plays
- Management Games
- Group Exercises
- Audio/Video exercises

Area

- Personality Development
- Life Skills
- People Skills
- Pre-Placement
- Soft Skills





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How we can groom them:

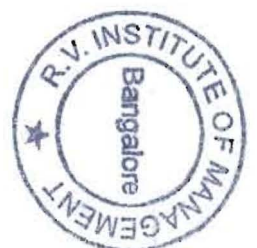
- Developing a workable training calendar
- Profiling
- Appointing and grooming a Training Officer who will coordinate all the efforts
- One day in a week dedicated for training
- Using the services of professional trainers
- Different kinds of training
- Internships
- Alumni mentoring and peer mentoring
- Every faculty has to play the role of a trainer and a mentor
- Using innovative pedagogical tools

Profiling: The first step

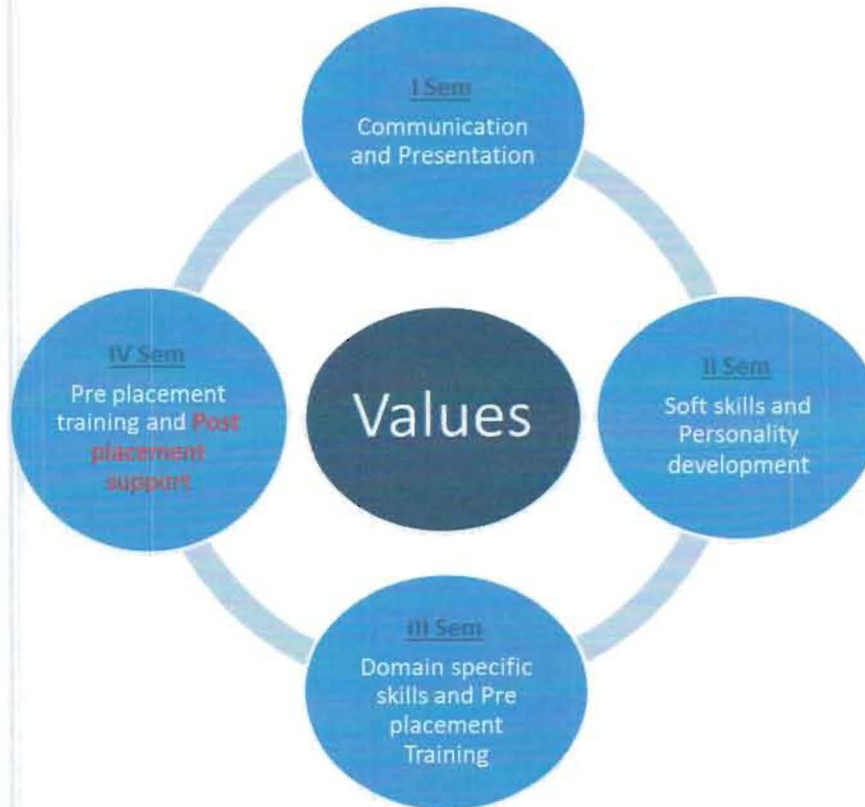
- Base line profiling when they first enter the campus using:
 - Psychometric tool
 - Career anchor framework
 - Profile card on various skill sets;
 1. Communication and presentation
 2. Command over English
 3. Attitude
 4. Entrepreneurial mindset
 5. Decision making
 6. IT skills
 7. Social skills
 8. Mentor prescribed skills
 9. Aptitude, Interviewing, GD and PI skills.
 10. Domain specific skills profiling: The first step

Profiling every semester

- Measure the progress
- Structured mentoring (Train the mentor programs)
- Add the skillsets in the second year to more specific ones keeping placement in mind
 - Interviewing skills
 - GD skills
 - Domain skill sets
 - Mental Aptitude



RVIM TRAINING MODEL



Expected Training Outcome: After undergoing these trainings, the students would be able to:

- Develop industrial relevant competencies to help them perform well in their respective stream of work.
- Develop a thorough understanding of how to portray themselves as thorough professionals.
- Develop skills to fare well in the interview and group discussion processes.

Summing up

- MBA is a training platform
 - Profiling is important
 - Design a training calendar keeping the profile in mind (one size doesn't fit all)
 - Implement the training calendar like a curriculum without any dilution using the best trainers
 - Offer lot of value added programs/courses



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Training Calendar

Semester 1

- English Immersion course for selected students based on SWOT Analysis
- Computer Literacy (Entry level) for interested students

Semester 2

- Aptitude Training on Saturdays for 2hrs
- Soft-skill Training on Saturdays for 2hrs
- Computer Literacy for interested students on weekdays for 2hrs.

Semester 3

- Aptitude Training on Saturdays for 2hrs
- Computer Literacy for interested students on weekdays for 2hrs
- Pre-placement Training on Saturdays for 2hrs
- Domain Specific Training on weekdays.

Semester 4

- Pre-placement Training on Saturdays for 2hrs
- Domain Specific Training on weekdays.





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Semester-1

Spoken English & Written English

Time: 2hr/session on every Saturday

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





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Semester-2

Aptitude Training

Time: 2hr/session on every Saturday

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

Soft skills

Time: 2hr/session on every Saturday

Sl. No.	Topics	Topics to be covered
1	Business Etiquette <ul style="list-style-type: none">• Telephonic Etiquettes• Dining Etiquettes• Office Etiquettes• Meeting Etiquettes• Netiquettes• Etiquettes	<ul style="list-style-type: none">• Why meeting should be conducted?• Who has to attend the meeting?• Do you know how to develop agendas?• How to open meetings?• How to close the meetings?• How do you evaluate overall meeting?• How to stimulate discussion during meeting?
2	Negotiation Skills	<ul style="list-style-type: none">• How do you set the Agenda for the negotiation?• Communication with difficult people.• How do you handle difficult people?• How do you recognize and prioritize emotions of other people?• Are you competitive or Collaborative during





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		negotiation?
3	Time Management	<ul style="list-style-type: none"> • How to organize and plan to spend on specific activities. • Productive use of time
4	Stress Management And Health Management	<ul style="list-style-type: none"> • Introduction to Stress • Avoiding and managing stress • Workplace stress • Relaxation techniques
5	Problem Solving and Decision Making	<ul style="list-style-type: none"> • Understanding Problem solving • Developing effective problem statements • Identifying and managing risks • Critical thinking
6	Selling Skills	<ul style="list-style-type: none"> • How to sell yourself?- appearance, voice modulation, verbal(simple language) • Look for the interest of the customer • Build on the interest of the customer • Show the features & benefits • Insist on the time factor to realize the interest • Closing the dialogue
7	Etiquettes	<ul style="list-style-type: none"> • Get the first impression well • Greet others & introduce yourself • Body language- speak well • Dressing sense- appeals to others
8	Facilitating Skills	<ul style="list-style-type: none"> • Practicing: listening, questioning, probing, paraphrasing, dialoging. • Use of basic questions what, why, when, where, who and how. • What is your attitude as a facilitator?
9	Leadership Skills: <ul style="list-style-type: none"> • Influencing • Coaching • Delegating • Empowerment • Team Player • Leadership Traits 	Influencing: <ul style="list-style-type: none"> • How to influence others in a positive manner using verbal and non-verbal techniques? • How to identify the situation where influencing is used? • Managing physical, emotions and mental states while influencing. Coaching <ul style="list-style-type: none"> • Do you like coaching others? • How do you coach others? Delegating: <ul style="list-style-type: none"> • What can be delegated? • How do you delegate?





		<ul style="list-style-type: none">• How to develop others by delegation?• What are the barriers for Delegating: <p>Empowerment:</p> <ul style="list-style-type: none">• Do you share power with others?• Do you make the most decisions in any situation?• Do you allow others to make decisions? <p>Team Player:</p> <ul style="list-style-type: none">• Are you a team player?• What qualities you require to become a team player?• Are you /do you:✓ Listen to other team members.✓ Supportive to others.✓ Communicate effectively.✓ Flexible to accept others.✓ set as an example to others,✓ Build relationships.✓ A coach.✓ Open and generous. <p>Leadership Traits:</p> <ul style="list-style-type: none">• What are your leadership traits?
10	CV's Preparation	<ul style="list-style-type: none">• What is a CV?• Who needs a CV?• How does a CV differ from Resume?• What makes a CV stand out?• Does your CV reflect your profile?• How descriptive is your CV?• How do you get start with your CV?





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Semester-3

Pre-Placement Training

Time: 2hr/session on every Saturday

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





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Aptitude Training

Time: 2hr/session on every Saturday

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





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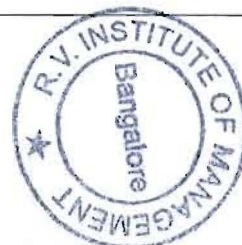
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Semester-4

Pre-Placement Training

Time: 2hr/session on every Saturday

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



Payal hidal