



## Internship & Placement Training Workshop

### TOPIC: "How to Become Corporate Ready?"



Distinguished Speaker:

**Mr. Akshay Agarwal**

Founder & Director, The Psychology Solutions

ATTENDEES :: Mandatory for BA.LL.B. (2017-22)

Date & Time :: Sat. 05 March 2022 | IST 11 am

VENUE :: New Class Room - 04, 04th Floor, Campus - 01

#### -:: Topics ::-

- / Communication skills
- / Profile Building
- / Power of cover letter
- / Writing sample Profiles & Cover letter
- / Preparing for Group Discussion
- / Demo and practise of Group Discussion
- / Do's and Don'ts of Personal interview
- / Mock Interview
- / Corporate Etiquettes





## **WORKSHOP OBJECTIVES: If first impression is the last impression!**

Interview is the by far the first meeting of the candidate for the selection process with the recruitment team. Interview Board comprises of persons of all levels and all areas from the organisation. It is utmost important for the candidate to prepare the following;

- Get complete knowledge of the company business and promoters / firm expertise, areas of work and partners / advocate areas of work and expertise,
- Prepare your note on "What are the growth prospects for the above in the current scenario and future challenges to prepare for",
- Professionally well groomed and well dressed,
- Reaching the place of interview 30 minutes before the scheduled time,
- Carry printed copies of c.v. and all documents in 02 sets or as asked to carry,
- Use English as the only medium of communication, be interactive and communicative with the board, more than answering the questions only,
- Generally, personally or particularly: Talk positive aspects and solutions, no negatives, problems and weaknesses,
- Leave with the interview board or at reception copy of c.v. and business card,
- **HOW TO IMPRESS THE BOARD? Either of the one in detail,**
  - Talk about innovative practicable solutions of the present problems,
  - Future challenges to the industry / market and probable solutions,
  - Past experience of how you developed solutions and successfully overcome the problems,
  - Fluent communication, well attired, good c.v., good writing / drafting skills,
  - Updated knowledge, excellent writing and speaking skills,

Detailed Interview Skills will be explained and mentored in today's workshop. Come and Join us today before the Workshop Starts at 11 AM.

Hope to see you all in regular classes, additional courses, practical academics, skilling opportunities and professional guidance of excellence and standard.

**Dr. Mohd. Salim**

**Director**

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