



## **Graduate School of Management Studies**

### **Gujarat Technological University**

## **Career Workshop - અધિગમ-2022**

Date: 25th November 2022

### **About GTU:**

Gujarat Technological University a premier academic and research institution which has driven new ways of thinking since its 2007 Sounding established by the Government of Gujarat vide Gujarat Act No 20 of 2007 Today, GTU is an intellectual destination that draws inspired choices to campus, keeping GTU at the nexus of ideas that challenge and change the world.

### **About GSMS:**

GTU has established three Post Graduate School in the Academic Year 2017-18 and launched various courses. GSMS is promote Internationalization In the Higher Education, three study centers viz. Indo- Canadian, Indo-German and Indo-East Asian Study centers were also merged with GSMS.

### **About “અધિગમ”:**

Under HRPD Course, GSMS- GTU has planned an event to give training to the 1st year students by 2<sup>nd</sup> year students of MBA-IB, where they will be given training on important aspect required for their advance career. Topics were finalized in consultation with Course faculty and finalized the topics like “how to use MS office creatively”, “Business etiquette”, “How to build impressive curriculum vitae” and last but not the least “how to crack interview”. Each activity is design in such a way that help them to understand the importance of above pursuits and how it will give positive impact while starting their career. And Student of HR Specialization have acted as Trainer for the first time and got real time practical exposure on the course. This will be helpful for students to utilize the learned skills in upcoming corporate life.

### **Objectives of on event:**

- Better career prospects.
- Good CV shows how you're a match for a position or project.
- Learning business etiquettes helps creating a baseline for interaction with those of other cultures.
- And learning how to crack interview will help in having positive and calm attitude, how to answer condemning questions etc.

### **Activities covered in an event:**

MS Office, CV Building, Business Etiquettes, How to Crack Interview

## MS Office

In this activity the topics covered by the trainers were MS Office- Word, Excel, PowerPoint, Outlook and Access.

### MS Word:

MS word helps creating text documents, Editing and formatting the existing documents, making a text document interactive with different features and tools, graphical documents, comprising images, detect grammatical errors in a text document.

### MS Excel:

MS Excel helps to store data, you can perform calculations, all the tools for data analysis, easy to data visualizations with charts, you can print reports easily, so many free templates to use, you can code to automate, transform and clean data.



### MS PowerPoint:

Visual Impact- Making your presentation more interesting through the use of multimedia can help to improve the audience's focus. Students can also work through a presentation in their own time, making this a versatile way to communicate.

By learning and understanding these topics it helped the students to work efficiently and faster as they have to deal with technological activities on daily basis as a student of international business.

## CV Building

In this topic the trainers explained the difference between CV and resume, how effectively it can be made and presented, what should be added & what shouldn't be added, why creating strong CV is important, why it is important in business as well as in career etc...

- CV building helps in boosting self-confidence.
- Standout among other applicants.
- Great impression on recruiters.
- Jumpstarting your career.



## Business Etiquettes

In this topic the trainers explained about work place etiquettes, meeting etiquettes, telephone etiquettes, dinning etiquettes, office party etiquettes, public speaking etiquettes and correspondence etiquettes (Drafting E-mail & Letter writing).

- Enhances relationships in the workplace
- Promotes business growth
- Enhances impression
- Helps professionals gain business travel etiquette
- Enhances non-verbal communication

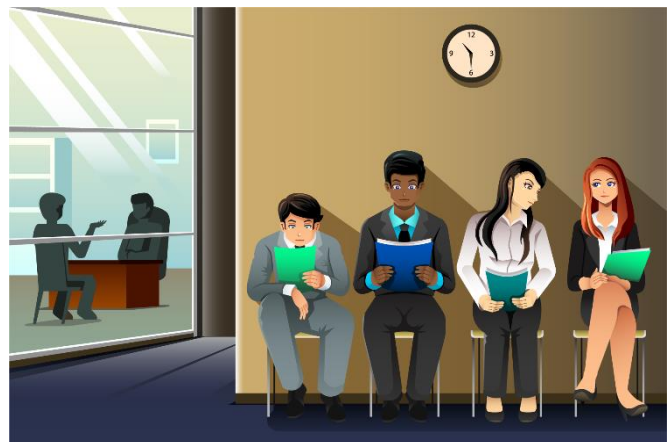


## How to crack an interview?

In this topic the trainers explained about DO's and Don'ts while appearing for an interview, what are the preparations required in offline as well as online interview, how to handle stress interview and what should an interviewee should do before 15 minutes of interview.

### Dress for success

- Dummy Run
- Research the business & your interviewer
- Understand the interview format
- Read, and re-read the job specification
- Be early
- Prepare some questions for the interviewer
- Think about your tone of voice, pace and body language







## Graduate School of Management Studies Gujarat Technological University

"अधिगम"-2022 learn with fun

Date : 25th November, 2022 Venue: Chanakya hall

Time : 10:30 am onwards

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### MS OFFICE

1. KORNELIA 2. NEELAM  
3. SHAHAB 4. KOMAL

2

### CV BUILDING

1. ABDUL MANNAN  
2. KHUSHALI  
3. MONIKA 4. BHAKTI

3

### BUSINESSES ETIQUETTES






1. RAJVI 2. HARDIK  
3. AKSHITA 4. MUJTABA

4

### CRACK INTERVIEW

1. RACHANA 2. NEHAL  
3. OUMA 4. ABDIL  
REHMAN  
5. AHMAD ZIA

For more details: ☎ 079-23267534/542 🌐 [www.gsms.gtu.ac.in](http://www.gsms.gtu.ac.in) ✉ [gsms@gtu.edu.in](mailto:gsms@gtu.edu.in)

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**Report Compiled** by MBA HR Specialization Students 2022-23 and  
Course Faculty Mr Tushar K Panchal



## Photo Gallery

