



# Gujarat Technological University

(Accredited with A+ Grade by NAAC)

## School of Management Studies

### Career Workshop “Adhigam 2024”

Date: 19<sup>th</sup> October 2024

#### **About GTU**

Since its founding in 2007, Gujarat Technological University, a renowned academic and research institution, has promoted innovative thinking. Sounding was created by the Gujarati government through Gujarat Act No. 20 of 2007. GTU is now a place of learning that attracts motivated alternatives to campus, maintaining GTU's position at the intersection of concepts that challenge and transform the globe.

#### **About GSMS**

In the academic year 2017–18, GTU opened three postgraduate schools and introduced a number of new courses. The goal of GSMS is to advance internationalization. Three study centres—the Indo-German, Indo-Canadian, and Indo-East Asian Study Centres—were also combined with GSMS in the Higher Education sector.

#### **About “ADHIGAM”**

A career workshop organized for MBA (IB) Semester-1 by HR specialization students of MBA (IB) Semester-3. The main objective of this program is to prepare students for better career prospects. Topics were finalized in consultation with Course faculty and finalized the topics like “Curriculum vitae”, as a good CV shows how students are a match for a position or project. “Business etiquette”, Learning business etiquettes helps creating a baseline for interaction with those of other cultures. And “How to crack interviews” will help in having a positive and calm attitude, and in knowing how to answer condemning questions and last but not least “Activities” which shows why team building is necessary at work place.

#### **Objectives of the Adhigam**

- Enhance the skills and knowledge and better career prospects.
- Highlight the role of a CV in attracting recruiters and employers.
- learning business etiquette helps in learning how behaviour impacts reputation, credibility, and career growth.
- Gaining the abilities, tactics, and self-assurance necessary to face interviews and land desired job openings is the goal of learning how to face an interview.

## **Activities Covered During the Workshop**

- Business Etiquettes
- CV building with Canva
- Interview skills
- Management Activities

## **BUSINESS ETIQUETTES**

Etiquette is a set of rules or customs that dictate how people should behave in social or professional situations. Etiquette guides how we interact with people, from greeting them to dining with them. It encompasses manners, politeness, and respect for others in various situations.

Importance of Personal etiquettes and professional etiquettes.

- Dressing Etiquettes for men & women
- Co-worker interaction etiquettes
- Eating etiquettes



## **CV BUILDING WITH CANVA**

A curriculum vitae or CV is a comprehensive document that lists a person's training, professional background, accomplishments, abilities, and credentials. In order to help employers, it functions as a professional overview that is mostly utilized in job applications or academic roles.

- A CV acts as the first point of contact between a candidate and an employer.
- It provides a concise overview of the candidate's education, work experience, certifications, and relevant skills.
- Helps employers quickly determine if the applicant matches the job requirements
- Reflects expertise, making it easier for employers to assess suitability for the role



## **HOW TO CRACK AN INTERVIEW**

Cracking an interview involves more than just answering questions it requires preparation, confidence, and effective communication to present yourself as the best candidate for the job.

- Study the job description carefully to align your answers with the role's expectations.
- Anticipate and practice common interview questions.
- Pay attention to body language, posture, and eye contact to show confidence.
- Demonstrates professionalism and organisations.



## MANAGEMENT ACTIVITIES

### Team building activity

- Boosts Morale
- Improves communication
- Increases productive



### Synergy Squad

- Building stronger teams
- The power of creativity

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Organizes

# Adhigam 2024

A career workshop organized for MBA (IB) Semester-1  
 by HR specialization students of MBA (IB) Semester-3

📅 Date: October 19<sup>th</sup> 2024  
 🕒 Time: 10:30 am to 05:00 pm

Faculty Coordinators

Dr. Neela Multani  
 Assistant Professor

Dr. Tushar Panchal  
 Assistant Professor

# PHOTO GALLERY



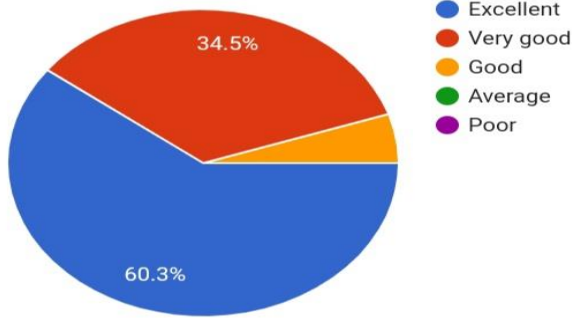


# AUDIENCE FEEDBACK

How would you rate the overall experience of the workshop?

58 responses

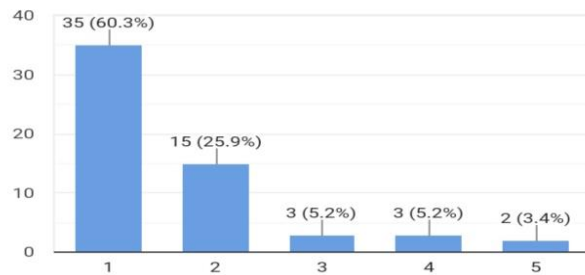
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Overall rating of trainers?

58 responses

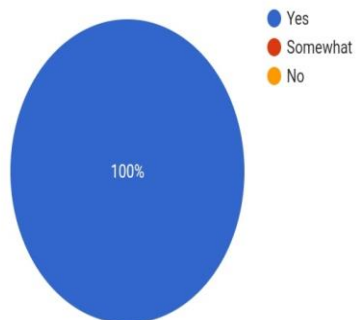
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Activities which conducted by Facilitator's were engaging and relevant?

58 responses

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**Names of the Trainers:**

1. Dighe Neha Krishnan
2. Bamaniya Bhavika Praful
3. Bhatt Aastha Rakeshbhai
4. Ghoghari Habiba Yasin
5. Juhi Chotai
6. Kuhada Prarthna Kamleshbhai
7. Manali Kirankumar Patel
8. Nakrani Denis Himmatbhai
9. Nimbark Anjali Vijaybhai
10. Patel Hani Bharatbhai
11. Pateliya Nikitaben
12. Prajapati Neha Hargovindbhai
13. Sadani Jinisha Dineshchandra
14. Soni Rushi Sanjaybhai
15. Tanmay Gothwal
16. Abdulkadri Rashid Maulid

**Student Coordinators:**

1. Ghoghari Habiba Yasin
2. Tanmay Gothwal

**Faculty Coordinators:**

1. Dr. Neela Multani
2. Dr. Tushar Panchal

**Report Prepared by:**

**Dighe Neha Krishnan, Students, MBA (IB), Semester-3, GSMS**

**Report Edited by:**

**Dr. Neela Multani, Assistant Professor, GSMS**