

Finishing School Training Schedule

Sr. No	Components	Training dates	Trainer Name	Time duration
1	Component 1 Life skills	05/07/2018 to 15/07/2018	Mr. Arup Sinha	25 hours
2	Component 2 Employability skill	22/07/2018 to 19/08/2018	Ms. Disha Popat	25 hours
3	Component 3 Functional English skill	22/10/2018 to 27/10/2018	Dr. Elizabeth P. Christian	25 hours
4	Component 4 Employability skill	24/12/2018 to 28/12/2018	Dr. Viraj Shah	25 hours



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Tranining of first two components has been organized during 01/08/2019 to 10/08/2019 and the following is a proposed schedule given by trainer.

Government Science College - Gandhinagar				
Proposed Training Scheduled - COMPONENT 1 & 2 (Life & Employability Skill)				
Duration: 1st August 2019 TO 10th August 2019				
Life Skill - Component - 1				
4 Hours	Thursday	1st August 2019	Swot Analysis,	9:00 am To 11:00 am
			Interaction	11:00 am To 11:15 am
			Break	11:15 am to 11:30 am
			Self Esteem, Self Confidence	11:30 am 1:30 pm
			Interaction	1:30 pm To 2:00 pm
4 Hours	Friday	2nd August 2019	Self Discipline & Commitment	9:00 am To 11:00 am
			Interaction	11:00 am To 11:15 am
			Break	11:15 am to 11:30 am
			Observation & Concentration Skill	11:30 am 1:30 pm
			Interaction	1:30 pm To 2:00 pm
4 Hours	Saturday	3rd August 2019	Negotiation Skill	9:00 am To 11:00 am
			Interaction	11:00 am To 11:15 am
			Break	11:15 am to 11:30 am
			Life & Professional Goal Setting	11:30 am 1:30 pm
			Interaction	1:30 pm To 2:00 pm
4 Hours	Sunday	4th August 2019	Team Work,	9:00 am To 11:00 am
			Interaction	11:00 am To 11:15 am
			Break	11:15 am to 11:30 am
			Interpersonal Skill, Empathy	11:30 am 1:30 pm
			Interaction	1:30 pm To 2:00 pm
4 Hours	Monday	5th August 2019	Problem Solving, Decision making, Critical Thinking	9:00 am To 11:00 am
			Interaction	11:00 am To 11:15 am
			Break	11:15 am to 11:30 am
			Stress Management,	11:30 am 1:30 pm
			Interaction	1:30 pm To 2:00 pm

Employability Skill - Component - 2				
4 Hours	Tuesday	6th August 2019	Resume Writing	9:00 am To 11:00 am
			Interaction	11:00 am To 11:15 am
			Break	11:15 am to 11:30 am
			Cover Letter	11:30 am 1:30 pm
			Interaction	1:30 pm To 2:00 pm
4 Hours	Wednesday	7th August 2019	Grooming & Personal Hygiene, Body Language	9:00 am To 11:00 am
			Interaction	11:00 am To 11:15 am
			Break	11:15 am to 11:30 am
			Time Management	11:30 am 1:30 pm
			Interaction	1:30 pm To 2:00 pm
4 Hours	Thursday	8th August 2019	Presentation Skill	9:00 am To 11:00 am
			Interaction	11:00 am To 11:15 am
			Break	11:15 am to 11:30 am
			Efficiency, Professional Ethics	11:30 am 1:30 pm
			Interaction	1:30 pm To 2:00 pm
4 Hours	Friday	9th August 2019	Planning & Organizational Skill	9:00 am To 11:00 am
			Interaction	11:00 am To 11:15 am
			Break	11:15 am to 11:30 am
			Leadership Skill	11:30 am 1:30 pm
			Interaction	1:30 pm To 2:00 pm
4 Hours	Saturday	10th August 2019	Interview Skill	9:00 am To 11:00 am
			Interaction	11:00 am To 11:15 am
			Break	11:15 am to 11:30 am
			Interview Skill, Group Discussion	11:30 am 1:30 pm
			Interaction	1:30 pm To 2:00 pm

Training of third and fourth components has been organized during 14/12/2019 to 23/12/2019 and the following is a proposed schedule given by trainer.

Finishing School Training Plan for The Government Science College, Gandhinagar											
14 th December- 23 rd December, 2019											
Component 3 and 4											
Trainer Name: Anchal Rajesh Jha (Mo: 9099754267) E-mail: anchal2212@gmail.com											
Total-40 hours											
Timings	Hours/min	14 th dec 2019	15 th dec 2019	16 th dec 2019	17 th dec 2019	18 th dec 2019	19 th dec 2019	20 th dec 2019	21 st dec 2019	22 nd dec 2019	23 rd dec 2019
8:30 - 9:30	1 hr	Introducing oneself and others	Let's name it	Everyday English	Let's connect	Framing it right	Effective communication	Let's pair up	Building blocks	Let's discuss in group	Roll camera action
9:30-10:30	1 hr	Introducing oneself and others	Let's name it	Everyday English	Let's connect	Framing it right	Effective communication	Let's pair up	From the reporters desk	Let's discuss in group	Roll camera action
10:30-11:00	30 min	Interaction session	Interaction session	Interaction session	Interaction session	Interaction session	Interaction session	Interaction session	Interaction session	Interaction session	Interaction session
11:00-11:30	30 min	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
11:30-12:30	1 hr	Describing people	Right word, Right Place	Everyday English	First step	hello	Effective communication	Speak and contribute	From the reporters desk	Framing it right	Roll camera action
12:30-1:30	1 hr	Describing people	Right word, Right Place	Everyday English	First step	hello	Essential building blocks...	Speak and contribute	From the reporters desk	Framing it right	Roll camera action

Registration

Registration of the students has been done through the Google form Link

<https://forms.gle/LrWEf7rZwULA4idf9>

Through this link 102 students are registered. 44 students has been selected for the training.

College Name	Batch (This year Total)	Trainer Name	Training Period		Total Registered Students	TY	SY	Set	Total Hours
			From	To					
Government Science College, Gandhinagar (Online Training)	1	Dr. Disha Popat	18-01-21	27-01-21	51	50	0	SET A	20
	2	Dr. Disha Popat	29-01-21	07-02-21	53	53	0	SET A	20
	1	Ms. Aanchal Jha	01-02-21	11-02-21	51	50	0	SET B	20
	2	Ms. Aanchal Jha	18-01-21	27-01-21	53	53	0	SET B	20
Government Science College, Gandhinagar (Offline) Training)	1	Mr. Sudeep Fernandes	05-03-21	09-03-21	51	50	0	SET C	20
	2	Mr. Sudeep Fernandes	10-03-21	14-03-21	53	53	0	Set C	20
	1	Ms. Mayeling Bilpodiwala	10-03-21	14-03-21	51	50	0	Set D	20
	2	Ms. Mayeling Bilpodiwala	05-03-21	09-03-21	53	53	0	Set D	20

Registration Details

Registration done through Microsoft Forms Link given below.

<https://forms.office.com/Pages/ResponsePage.aspx?id=NhjYJmayf0-AFIa08lhHoybAtWhwOcBCsyMZwqWMdGtUQUNVOVZPUktVRTAxUVZWTEdUVE9ZWThWMIQICN0PWcu>



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Training Schedules Batch-1

Training details data (ONLINE MODE)

College Name: Government Science College, Gandhinagar

Batch	Trainer 's Name	Trainig Period	Total Registered Students	Set	Total hrs
1	Mr. Sudeep Fernandes	02/08/2021 to 11/08/2021	54	A	20
2	Mr. Sudeep Fernandes	12/08/2021 to 21/08/2021	52	A	20
1	Ms. Mayeling Bilpodiwala	12/08/2021 to 21/08/2021	54	B	20
2	Ms. Mayeling Bilpodiwala	02/08/2021 to 11/08/2021	52	B	20
1	Mr. Sudeep Fernandes	23/08/2021 to 01/09/2021	54	C	20
2	Mr. Sudeep Fernandes	02/09/2021 to 11/09/2021	52	C	20
1	Ms. Mayeling Bilpodiwala	02/09/2021 to 11/09/2021	54	D	20
2	Ms. Mayeling Bilpodiwala	23/08/2021 to 01/09/2021	52	D	20

Registration Details (Link)

<https://forms.office.com/r/0xK3AUTyrv>




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Finishing School Training details

Batch No.	Module (A/B/C/D)	Training dates	Trainer Name
Batch I	Module B	21/11/2022 - 25/11/2022	Ms. Apoorva Shah
Batch II	Module A	21/11/2022 - 25/11/2022	Mr. Rakesh Priyadarshi
Batch I	Module A	26/11/2022 - 2/12/2022	Mr. Harresh Agarwaal
Batch II	Module B	26/11/2022 - 2/12/2022	Ms. Apoorva Shah
Batch I & II (Merge)	Module C	3/1/2023 - 7/1/2023	Mr. Harresh Agarwaal
Batch I & II (Merge)	Module D	30/1/2023 - 3/2/2023	Dr. Adithya Yagnik & Ms. Apoorva Shah

Module A & B training time: 10 AM to 2 PM for 10 days

Module C & D training time: 9 AM to 1 PM for 10 days

Training hours for each module: 20 hours (4 hours for 5 days)

*Note: 27/11/ 2022 Sunday holiday; 1/12/2022 Holiday was declared due to election, that day training is completed on 2/12/2022.




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Finishing School Training Contents (Module/Set A-B-C-D)

Module/Set-A Life & Employability Skills (20 hours)	Module/Set-B Functional English Skills - I (20 hours)
1. Self-Awareness – SWOT 2. Self-esteem and Self confidence 3. Life & Professional Goal Setting 4. Grooming, Personal Hygiene and Body language 5. Resume Writing and Cover letter 6. Job Search and Career Options 7. Group Discussion 8. Interview Skills 9. Interview Skills & Empathy 10. Interpersonal Skills	1. Self-Introduction & introducing others 2. Nouns and Pronouns 3. Describing words 4. Vocabulary building 5. Verbs – Part 1 6. Tenses – Part 1 7. Prepositions 8. Conjunctions & Connectors 9. Framing it right! 10. Telephone Etiquettes and Email Etiquette
Module/Set-C Life & Employability Skills (20 hours)	Module/Set-D Functional English Skills - II (20 hours)
1. Positive Attitude & Motivation 2. Self-Discipline & Emotional Intelligence 3. Team work 4. Leadership skills 5. Professional Ethics & Critical Thinking 6. Problem Solving & Decision Making	1. Verbs -Part 2 2. Tenses – Part 2 3. Developing a paragraph 4. Report writing 5. Email Etiquette – part 2 6. Communication Skills and barriers 7. Telephone Etiquette – part 2 & appropriate use of language in social media

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