

REPORT ON THE EMPLOYABILITY SKILL DEVELOPMENT PROGRAMME

A 7-Days Workshop on Personality Development and Corporate Grooming

Organised by	D.A.V. Placement Cell in collaboration with Naandi Foundation and Mahindra Group
Resource Person	Mr. Saurabh Srivastava
Venue	Commerce Lab, D.A.V. P.G. College, Varanasi
Duration	Seven days
Date mentioned in the workshop record	3- 11 September 2026

1. Introduction

The D.A.V. Placement Cell organised an Employability Skill Development Program in collaboration with the Naandi Foundation and Mahindra Group to prepare girl students for employment opportunities and the professional world. Each day was facilitated by Mr. Saurabh Srivastava. The programme combined theoretical inputs with practical activities so that students could not only understand employability skills but also practice them in realistic situations.

2. Objectives of the Workshop

The main objective of the workshop was to develop the overall personality, confidence and professional readiness of the students. The sessions focused on helping students understand workplace expectations, communicate effectively, present themselves professionally, prepare for interviews and group discussions, and develop the soft skills required in the corporate world.

3. Major Areas Covered

- Personality development and professional grooming.
- Professional dress code, personal hygiene and appropriate workplace behaviour.
- Self-introduction and effective communication during interviews.
- Resume preparation and presentation of qualifications and skills.
- Frequently asked interview questions and strategies for answering them confidently.
- Different types of interviews and preparation for the first interview.
- Group Discussion (GD): its importance, rules, participation and performance strategies.
- Time management and the importance of managing priorities effectively.
- Email etiquette and appropriate professional communication.
- Conflict management and handling differences in a professional environment.
- Soft skills and technical skills, and their importance in employability.
- Positive body language, hobbies and interests as aspects of personality development.

4. Interactive and Practical Learning

- Practised self-introduction, interview responses and Group Discussion skills through activities and simulations.
- Participated in a five-group activity promoting positivity, teamwork, self-confidence and mutual appreciation.
- Took part in mock Group Discussions on relevant social and economic topics.
- Reflected on mistakes and received opportunities to improve listening, idea presentation and participation.

5. Learning Outcomes

- Improved awareness of professional appearance, body language, personal hygiene and workplace etiquette.
- Developed greater confidence in communication, interviews and Group Discussions.
- Identified areas for improvement through feedback, reflection and practical practice.
- Strengthened practical skills in resume writing, email etiquette, time management and conflict management.

6. Student Participation

- Participated actively and enthusiastically in discussions, activities and mock exercises.
- Interacted with the facilitator, asked questions and shared learning with peers.
- Engaged in practical tasks that encouraged confidence, teamwork and professional competence.

7. Conclusion

The Seven-days Employability Skill Development Program was a valuable initiative towards the personality development and professional grooming of girl students. The guidance provided by Mr. Saurabh Shrivastav, together with the practical activities, enabled students to connect theoretical knowledge with real-world professional situations. The programme equipped participants with greater awareness of interview skills, communication, teamwork, professional etiquette and workplace behaviour. At the conclusion of the programme, the participating students were awarded certificates in recognition of their participation. The workshop was an enriching and useful step towards preparing students for future employment and the corporate world.

