

REPORT ON EMPLOYABILITY SKILL DEVELOPMENT WORKSHOP FOR UNDERGRADUATE STUDENTS

Organised by: D.A.V. Placement Cell in Collaboration with Naandi Foundation and Mahindra Group

Resource Person: Mr. Saurabh Shrivastav

Venue: Commerce Lab, D.A.V. P.G. College, Varanasi

Date: 12th September to 19th September, 2026

Duration: Three hours per day

1. Introduction

The D.A.V. Placement Cell, in collaboration with the Naandi Foundation and Mahindra Group, organised an Employability Skill Development Workshop for undergraduate students with the objective of enhancing their personality, confidence, communication abilities and professional readiness.

The workshop was facilitated by Mr. Saurabh Shrivastav and adopted a combination of classroom discussions, practical exercises, interactive activities, mock sessions and group-based learning. The programme provided students with an opportunity to understand workplace expectations and practise important skills required for employment and professional life.

2. Objectives of the Workshop

The workshop was designed to help undergraduate students:

- Develop confidence and a positive personality.
- Improve communication and interpersonal skills.
- Understand professional grooming and workplace etiquette.
- Learn how to prepare an effective resume.
- Develop skills for facing job interviews.
- Understand the importance and process of Group Discussions (GD).
- Improve professional behaviour and body language.

3. Major Learning Areas

During the workshop, undergraduate students were introduced to several important areas of employability and professional development. These included:

Personality Development and Professional Grooming:

Students learnt about the importance of professional appearance, personal hygiene, appropriate dress code, positive body language and workplace behaviour.

Resume Preparation:

The students were guided on preparing and presenting their qualifications, skills and other relevant information in a professional resume.

Interview Preparation:

The workshop covered frequently asked interview questions, different types of interviews and strategies for answering questions confidently. Students were also introduced to the requirements of preparing for their first interview.

Time Management:

The importance of managing time and setting priorities was discussed as an essential component of professional effectiveness.

Email Etiquette:

Students were introduced to appropriate methods of professional communication through email.

Conflict Management:

The workshop also addressed the importance of handling differences and conflicts appropriately in a professional environment.

4. Practical and Interactive Activities

A major strength of the workshop was its emphasis on learning by doing. Rather than limiting the programme to theoretical discussions, students were encouraged to participate in practical activities and simulations.

Students also participated in mock Group Discussions on topics including:

- *Nuclear Family vs. Joint Family*
- *Digital Currency vs. Cash Currency*

Following the discussions, students reflected on their performance and identified mistakes and areas requiring improvement. This activity helped them understand the importance of listening, presenting ideas clearly, respecting different viewpoints and making meaningful contributions.

5. Learning Outcomes for Undergraduate Students

After attending the workshop, the participating students developed greater awareness of the expectations of the professional and corporate environment.

The key learning outcomes included:

1. **Improved self-confidence:** Students gained greater confidence in presenting themselves and communicating with others.

2. **Better communication skills:** Students learnt how to express their ideas clearly and participate effectively in professional interactions.
3. **Interview readiness:** Students became familiar with interview questions, interview formats and appropriate ways of responding.
4. **Resume-writing awareness:** Students gained practical understanding of how their qualifications and skills should be presented in a resume.
5. **Group Discussion skills:** Students learnt how to listen, communicate their views, respect different opinions and participate constructively.
6. **Professional grooming:** Students became more aware of appropriate dress, personal hygiene, body language and workplace etiquette.
7. **Teamwork and interpersonal skills:** Interactive activities helped students appreciate cooperation, mutual respect and positive interaction with peers.

6. Overall Impact of the Workshop

The workshop provided undergraduate students with an opportunity to develop a broader understanding of employability, personality development and professional preparedness. It helped bridge the gap between academic learning and the practical expectations of the workplace.

The programme also encouraged students to become more conscious of their professional appearance, communication style, body language, workplace behaviour and interpersonal relationships.

7. Conclusion

The Employability Skill Development Workshop was a useful initiative for undergraduate students preparing for higher education, internships, placements and future employment opportunities. The programme successfully combined theoretical inputs with practical activities and provided students with opportunities to practise important employability skills.

The guidance provided by Mr. Saurabh Shrivastav, along with the collaborative efforts of the D.A.V. Placement Cell, Naandi Foundation and Mahindra Group, contributed to creating a supportive learning environment for the participating students.

At the conclusion of the programme, participating students were awarded certificates in recognition of their participation. The workshop served as a meaningful step towards enhancing students' confidence, communication, teamwork, interview preparedness, professional etiquette and overall employability.

Prepared by:

DAV Placement Cell

