



RIET

RAJASTHAN INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE and Affiliated to Rajasthan Technical University, Kota.



RIET/CRT/2021/101

Date: 12 May 2021

NOTICE

CAMPUS RECRUITMENT TRAINING CLASSES

Attn: All Students

Excellence in Academics and the placement of the students are the issues which are of prime concern for our Institution.

Specialized training from Placements is provided to the students through our specialized CRT modules under which Experts are invited to deliver special sessions to improve Aptitude, Reasoning, Technical and Interview Skills.

It is highly unfortunate that some of the students takes it casually and lightly and did not bother to remain absent from the classes.

It is advised all students to attend all the scheduled CRT classes on regular basis as per the instructions provided by Ms. Shalini Sharma, Coordinator CRT and as per the scheduled attached herewith.

By Order

Principal

[Prof. (Dr.) Saroj Hiranwal]

CC To:

1. Chairman Sir for Information
2. HoD's
3. Chief Proctor
4. Accounts department
5. Training and Placement Officer
6. Controller of Examinations
7. Chief Librarian
8. Public Relation Officer
9. Webmaster, for publication on website
10. All Faculty and Staff
11. Notice Board
12. Coordinator-CRT-Ms Shalini Sharma



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| 15 days Soft skills online Training Program on Interview skills and Campus to Corporate | | | |
|------------------------------------------------------------------------------------------|---------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------|
| Modul 1 - Personal effectiveness Powerful Presentation & Communication Skills | | Module 2 - Interview skills | |
| Day 1 | Introduction | Smart work and hard work | Why do company's conduct interviews? |
| Day 2 | Goal Setting | How to plan your goals and barriers to succeed in the interview. | Skills for an effective interview. |
| Day 3 | Image Building | Personal effectiveness | How do they conduct interview? |
| Day 4 | Appearance | Attire, accessories, grooming and deportment | What are the different parameters on which they interview? |
| Day 5 | Behaviour | Profession Attitude & Etiquette | Difference between Resume and CV |
| Day 6 | Time management | How to Manage Time & Plan and prioritize | Tips for preparing for an interview |
| Day 7 | Communication | 3 V's of Communication: | Implementation |
| | Verbal – Personal, face to face | Communicating personally, using the correct voice tones, and language | . |
| | Vocal | Pitch tone voice modulation | |
| | Visual – Body Language | Developing appropriate postures, expressions & hand gestures | |



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|--------|-------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------|
| | Assertive communication | Listening skills- Assertive Communication-Use of Power words | Confidence building during interviews |
| Day 8 | Telephone Etiquette | How to start and end the call. Dos and don's | How to converse with interviewers telephonically |
| Day 9 | 2. Written – Email etiquettes | How to answer the interviewer's mails | Designing CV |
| Day 10 | Interview Skills | Building confidence -Mock Interviews | Do's and Don'ts for an interview. |
| | | | Group Discussion |
| Day 11 | Influencing skills | | Initiation topics for GD. |
| | | | Summarization Techniques |
| | | | General Concepts |
| Day 12 | Rapport building | Rapport building Techniques | Interview tips-Resume designing |
| Day 13 | Interpersonal Skills | How to differentiate personalities | How you are evaluated in a GD. |
| | | Adapting to the need of the personalities | Innate Skills |
| | | Identifying the personality of the interviewer | Various sources to find the contents for group discussion |
| | | Implementation | Implementation Skills |
| Day 14 | Presentation Skills | Final Presentations and Role Plays | Presentation in an Interview |
| Day 15 | Stress Management | How to maintain Physically emotionally and Mentally | Overcome nervousness and manage stress before during and after Interview |
| | Methodology | PPT, Videos, Case Studies, Activities | |
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