



Faculty Development Programme on Job Readiness Training

Topic	: Job Readiness Training
Date	: 30-07-2020
Number of participants	: 10
Resource Person	: Prof. Prajna Pani, Professor, School of Management
Mode	: Online

Prof. Prajna Pani obtained her doctorate from Utkal University in 2008. Her specializations include Linguistics and ELT and 20th C British Literature. She has invested 21 years in teaching, mentoring, training and development. She is passionate about empowering people to succeed in their lives by enhancing their soft skills. She is associated with ELT@I, TESOL, Asia TEFL and GRDS. She is one of the editors of CFTRA Global. Prof. Pani has developed an Open Source Language Laboratory for anytime anywhere learning. She is the co-editor of the book 'Repositioning Folklore and Indigenous Knowledge Systems'. Prof. Pani has authored a book titled 'Memory as Transcendence in T. S Eliot's Poetry'. She has co-authored a book titled 'Emotional Intelligence and Communication at Workplace'. She has edited a book titled Education Technology for Engagement and Experience: A New Approach to Learning. She is an Udemy instructor of the course 'Contemporary Development Communication'.

The workshop was held online. In the first half there was a discussion starting with a perfect introduction, how to build your personality and how to represent yourself, then the discussion on interpersonal skills, resume writing & job search tips. In the second half there was a discussion on the topic of interview topics and skills.

Objective;

The program aims at bridging the gaps that the workplace demands by imparting the learners with the necessary skills. We are working on creating an environment such that learners are able to identify the options available in the job space and are able to make a well-thought decision.

Outcomes;

The Job Readiness Skills program encourages and supports participants to increase their skill level in the following areas: personal life management skills, employment skills, personal finance management and communication skills. This course prepares students for entry-level jobs by providing them with practical knowledge and safe work habits to succeed in the workforce.

Screenshots of the Events:

3 components of job searching that everyone deals with

- **Sell yourself to employers**
 - Prove that you have the **necessary skills** to perform the job successfully
 - Provide a **track record of success** that shows you'll help the company make money and solve problems



Job Readiness

- **Strategies and tools** to help you find a job
- **What to plan for** once you return to work
- **Printed materials** with detailed information

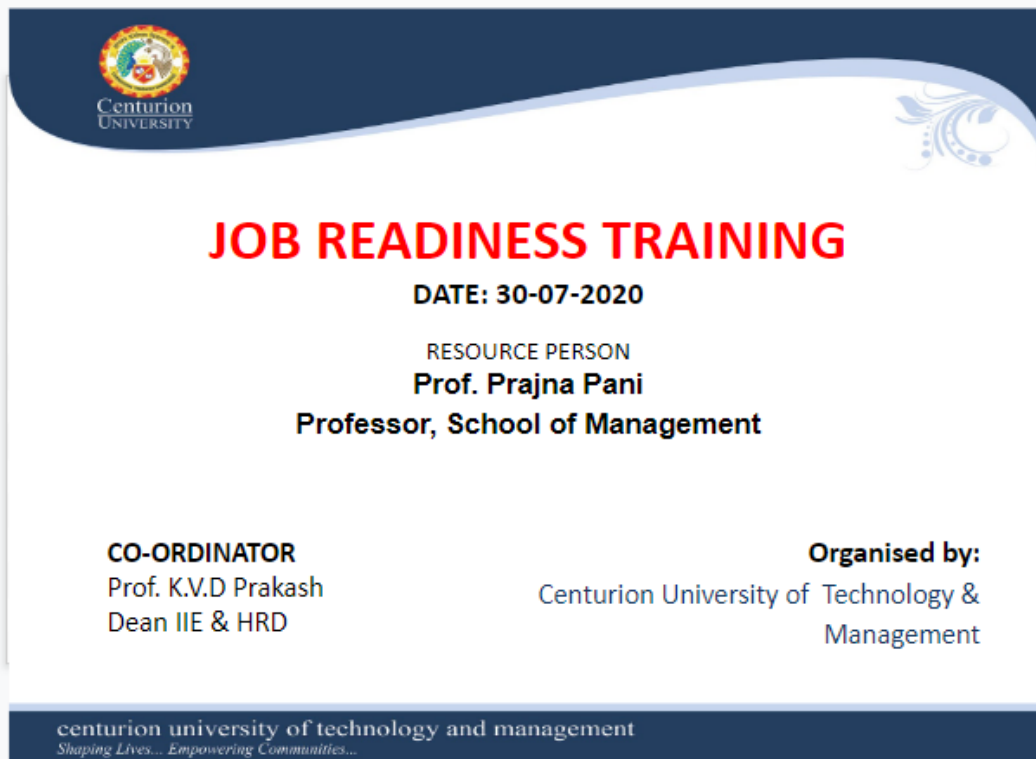


3 components of job searching that everyone deals with


■ Do your research

- On yourself: Do you have the required skills and track record of success (relevant career accomplishments) that prove you should get the job?
- Why do you have to share examples of your accomplishments?
 - Employers can't read your mind

Brochure of the event:



The brochure features a dark blue header with the Centurion University logo on the left and a decorative flourish on the right. The main title 'JOB READINESS TRAINING' is in large red letters. Below it, the date 'DATE: 30-07-2020' is centered. The resource person is identified as 'Prof. Prajna Pani', Professor at the School of Management. The co-ordinator is 'Prof. K.V.D Prakash', Dean of IIE & HRD. The event is organized by Centurion University of Technology & Management. The footer contains the university's name and tagline: 'centurion university of technology and management. Shaping Lives... Empowering Communities...'


Centurion
UNIVERSITY

JOB READINESS TRAINING

DATE: 30-07-2020

RESOURCE PERSON
Prof. Prajna Pani
Professor, School of Management

CO-ORDINATOR
Prof. K.V.D Prakash
Dean IIE & HRD

Organised by:
Centurion University of Technology &
Management

centurion university of technology and management
Shaping Lives... Empowering Communities...

LIST OF THE PARTICIPANTS

1	Dr. Hari Om Verma	Assistant Professor
2	Bhagyeswari Behera	Assistant Professor
3	Dr. Gyanranjan Mahalik	Associate Professor
4	Dr. Kalpita Bhatta	Assistant Professor
5	Dr. Rukmini Mishra	Associate Professor
6	Dr. Sagarika Parida	Associate Professor
7	Srimay Pradhan	Assistant Professor
8	Dr. Sutar Suhas Bharat	Assistant Professor
9	Santilata Sahoo	Professor
10	Aruna Kumari Mishra	Professor



Dr. Prasanta Ku. Mohanty
Dean Academic



Prof. KVD Prakash
Dean - IIE & HRD