



“7 Days Training Program on Employability Skills for Women”

Date: 23rd October 2024

The Training Program on Employability Skills for Women under the flagship of **Mission Shakti (Phase 5)** on 23rd Oct 2024, at Banking & Insurance, Department of Commerce, D.D.U. Gorakhpur University, Gorakhpur. Total 160 girls students were registered for this training program which were divided into four batch of 40 students each. Today's program covers the aspect like, **Professional Communication, Basic Interview Skills and Resume Writing.**

The discussion started with the Professional Communication focused to develop the basic communication skills for the effective flow of the information in any organization. Trainers emphasized on the Verbal Communication and signifies the importance of Non-Verbal Communication and how it supplements the Verbal Communication.

Today's training program help the student to understand the basic setup of the interview. It also provides them with the requisites interview skills like Confidence, Appropriate Body Language, Personality and other interview skills. Students were provided with the strategy to overcome their interview fear.

The Trainers also assist the students in making their Resume and provide them with the necessary ideas for developing a well-structured resume. Trainers also signifies the rising role of Artificial Intelligence (AI) in screening of the resume and for this student are informed about the importance of the Key Words in their Resume.

Overall today's session preps the students in developing the basic skills to apply for the job in the current challenging workplace. Trainers from the Naandi Foundation for today's session were Mr. Amit Uttarani Mr. Ankit Puri and Mohd Shaqib. The faculties from Commerce, Dr. Anshu Gupta. Dr. Harshdev Verma and Co-Ordinator of B&I Dr. Maneesh Kumar were presented during the session and the entire session was coordinated by Faculties of Banking and Insurance.



