



**NEW HORIZON  
COLLEGE OF ENGINEERING**

New Horizon Knowledge Park, Ring Road, Marathalli  
Autonomous College Permanently Affiliated to VTU, Approved by AICTE & UGC  
Accredited by NAAC with 'A' Grade, Accredited by NBA

**Quality Assurance and Skill Development Center  
&  
HR Department**

**Training Report for Faculty Induction Program  
on  
Personal Branding**



**NEW HORIZON  
COLLEGE OF ENGINEERING**

QUALITY ASSURANCE AND SKILL DEVELOPMENT CENTER

PRESENTS

TRAINING ON SOFT SKILLS

PERSONAL BRANDING

PRESENTED BY

MS. GLORY MERCY C

HR TRAINER ( QASDC)

## Executive Summary

- ❖ This report was prepared to provide management with the results of the recently completed two-hour Faculty Induction Orientation training program conducted on December 5th, 2022 by the HR Trainer Dr. Glory Mercy C on Personal Branding. The implemented training plan harvested positive feedback from the participating newly joined Faculty members.
- ❖ The Faculty members' personal confidence and skills were improved which resulted in managing day to day effectively.
- ❖ Help Faculty employees identify their strength to enhance to create a brand for self.

## Objectives

At the end of the session, the participants would be able to:

- ❖ Analyse their current effectiveness in terms of Listening skills and inter personal skills.
- ❖ Identify appropriate situations and techniques for Personal Branding.
- ❖ Help Faculty employees identify their strength and inter personal skills.
- ❖ Recognize the factors that contribute to building personal profile and impact.
- ❖ Develop and improve skill to enhance good listening skills with personal Branding at work

## Methodology

The Training was conducted in purely based on Activity trainings.

- ✓ Develop more self-control; self-confidence, self-motivation
- ✓ Create and sustain a positive mental attitude
- ✓ Thought control: control your mind
- ✓ Conversation control: Control your language and communication skills
- ✓ Use the Ultimate Success Formula for Personal Branding

At the end of the session, the participants would be able to:

- Be more aware of their own level of skills, motives, and drivers with good listening skills
- Learn to be unique and confident to manage tasks effectively
- Be acquainted to handle themselves and have collaborative interpersonal skills

## Glimpses of the Training







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## Icebreaker One: Listening Skills

### Purpose

To help participants to be aware of listening skill.

### Preparation

None -on the spot

### Activity

Please ask all the participants to stand up. They have to follow the instructions of the trainer.

Ask the participants to lift the right hand up and then the left hand up, hold the fist and rotate both the hands faster and faster and place it on your chin whereas the trainer as the participants are observing she will place both the hands on the cheeks and then say statue n freeze.

Participants usually observe the trainer and just follow blindly, however, the participants who have the skills are keenly listening and observing they will place the hands on the chin.

### Key Learning:

Participants who have the listening skills will think through and follow correctly whereas, the other participants will follow blindly.

Always observe keenly and listen carefully to follow the instruction.

This Activity will take about 5 – 15 minutes, depending on the number of participants.



## **Icebreaker Two: Rubber band Activity**

### **Purpose**

To help participants get to know each other maintain good healthy relationship and inter personal skills

### **Materials Required**

Pack of Rubber bands

### **Preparation**

None

### **Activity**

Divide the meeting participants into groups of three or four (depending on the number of participants) then ask them to form a circle. Ask all the participant to show thumbs up and the elbow stuck to the body.

Distribute one rubber band to each participant, place one rubber band on one end on the thumb of two participants. Now ask the participants to take 2 step back, as the rubber band expands the participants will feel the stretch and the pain. Now ask the participants to step out and step in. As they feel the pain, we ask them step in forward as they will feel comfortable.

### **Key Learning:**

The rubber band is often used as an analogy to describe resilient people. The comparison is that the rubber band can get stretched and put under pressure but when it stops being stretched it bounces back to its original size and shape. Elasticity becomes a synonym for resilience.

This is compared to in terms of Relationships and inter personal skills Professionally and Personally. Farther we go we disconnect ourselves, we lose our connections and we don't work together, as we are closely knitted we work together. We care for each other. We collaborate on work, Win Win situation, as to maintain good healthy relationship and inter personal skills

This icebreaker takes about 5 – 15 minutes, depending on the number of groups.

## **Icebreaker Three: Paper Tear Activity**

### **Purpose**

To help participants to develop Listening skills

### **Materials Required**

Plain A4 sheet of paper for each participant

### **Preparation**

None

### **Activity**

Distribute one paper to each participant to the whole group. Ask them to listen carefully and follow the instructions. The trainer instructs everyone to lift the paper and fold it into half and tear out the right edge core of the sheet.

Later fold again and tear the left edge corner, then fold the paper again and tear the right edge corner of the sheet. The open the page, the participants sheet of paper has to resemble to the paper sheet of the trainer.

You will have a hole in the middle of the sheet of paper.

### **Key Learning:**

To help participants develop keen listening skills

This icebreaker takes about 10 - 15 minutes.



## **Icebreaker Four: Balloon Activity**

### **Purpose**

This is an excellent quick, fun simple activity that shows the value of team work, it will get everybody energized and moving around the room and excited about the training, it can be a great opener for your team building class.

### **Materials Required**

Balloons (Balloon for each team member), toothpicks (For every team member), Stopwatch

### **Preparation**

Give each person one balloon and one pin then ask participants to blow their balloons. Once all balloons are inflated and everyone is ready say the following " You have 1 minute after I say go, after the minute is over the person who still has his/her balloon held up intact above his/her head is the winner of this game. Now Go!"

### **Activity**

#### **Rules for the trainer**

For this activity to work, the trainer must not tell the group to actually use the toothpicks and pinch each other's balloons. As soon as you say go ..... (Try to prompt them to move without actually telling everyone to start pinching each other's balloons using the toothpicks, they will normally start doing this on their own)

### **Key Learning:**

What will happen is that the group will go wild as soon as you say go, each team member will start pinching the balloons of others while trying to protect his/her balloon. The group will go crazy chasing each other around the room.

Discuss what prompted everyone and motivated them to be the winner? couldn't we all be winners in this game somehow, why did we decide on our own to use the toothpicks and pinch the balloons of the other team? Tell the group that we could all have easily become winners in this activity if we all decided to raise our balloons in the air after I Said Go! I did give you all pins but I did not say anything about pinching your partner's balloon.



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## Attendance:

### NEW HORIZON COLLEGE OF ENGINEERING Quality Assurance and Skill Development Center Soft Skill Training Attendance Sheet Faculty Induction Program

Date: 05-12-2022

Time: 2pm to 4pm

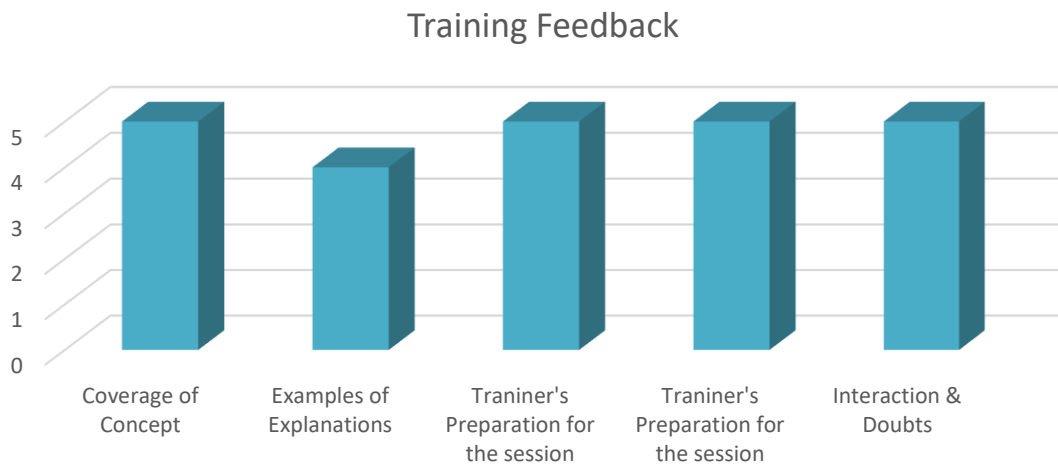
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Dean - QASDC



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## Feedback Analysis



### Summary of Feedback:

Good  
Very interesting session  
Excellent training  
Excellent Session  
Thank you  
Good  
Had excellent mind blowing session  
Looking forward for more seminars  
Excellent  
GOOD AND INTERACTIVE SESSION

## **Conclusion**

The two hours training program helped the Faculty employees to enhance their confidence level along with Listening skills to brand themselves. This also helps them to visualize themselves for next two years.

## **Recommendations**

The management should schedule more training for all the newly joined employee orientation programs for teaching and non-teaching Faculty members to enhance their performance to stand out with lots of compliments with great rewards.