



**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**

**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)



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## Executive Summary

- ❖ This report was prepared to provide management with the results of the recently completed two-hour Induction Orientation training program conducted on March 02<sup>nd</sup>, 2023 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 Staff members' personal confidence and skills were improved which resulted in managing day to day effectively.
- ❖ Help the staff members to 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 employees to 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.



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## Methodology

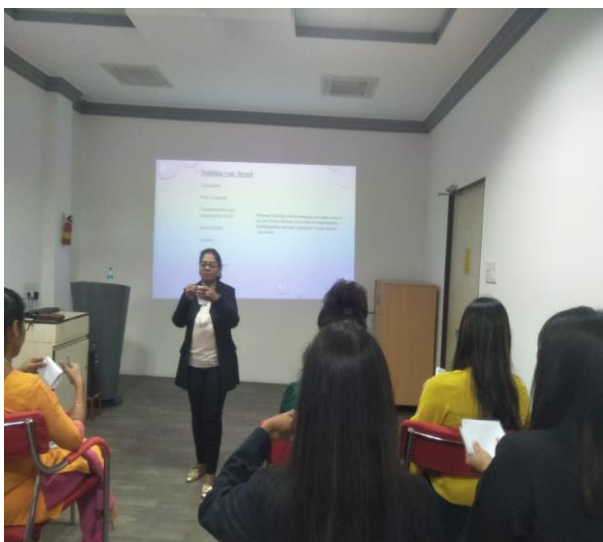
The Training was conducted in purely based on Activity trainings.

- ✓ 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.



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## **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.



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## **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.





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**Attendance:**

NEW HORIZON COLLEGE OF ENGINEERING  
Quality Assurance and Skill Development Center  
Induction Training Program  
Attendance Sheet  
Personal Branding

Date: 02.03.2023

Time: 10:30 - 12:30

Sl.No	Department	Name of the Staff	Mobile Number	Mail id	Signature
1.	CSE	Mrs. C. LAVANYA	8610934302	lavanyasureshkumatheeran@gmail.com	
2.	Admission	Mrs Debrupa Roy	7059353712	debruparoy94@gmail.com	
3.	CRO	Mrs Manjula Kum	9945824006	manjula.kumar1388@gmail.com	
4.	Admission	PRUTHVIJA . B	9148750047	papupruthviija@gmail.com	
5.	Admission	Yandiben	8913081242	yandibenishi1913@gmail.com	
6.					
7.					
8.					
9.					
10.					

Dean - QASDC



**Feedback:**

**NEW HORIZON COLLEGE OF ENGINEERING**  
**Quality Assurance and Skill Development Center**

**Induction Training Program**

**Personal Branding**

**Feedback Form**

Date: 02/03/2023

Time: 10:30 - 12:30 pm

**1. Coverage of Concepts**

1

2

3

4

5

**2. Examples and Explanations**

1

2

3

4

5

**3. Pace of Training**

1

2

3

4

5

**4. Trainer's Preparation for the session**

1

2

3

4

5

**5. Interaction & Doubts Clarification**

1

2

3

4

5

**Comments / Suggestions**

- Very informative and eye-opening session.
- Explanation beyond content :- outstanding.
- Together we can, together we will!

1-Below Average, 2-Average, 3-Good, 4-Best, 5-Excellent



**Feedback:**

**NEW HORIZON COLLEGE OF ENGINEERING**  
**Quality Assurance and Skill Development Center**

Induction Training Program

**Personal Branding**

Feedback Form

Date: 02-03-23

Time: 10:30-12:30.

1. Coverage of Concepts

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
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2. Examples and Explanations

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
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3. Pace of Training

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
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4. Trainer's Preparation for the session

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
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5. Interaction & Doubts Clarification

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
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Comments/Suggestions

Had a really good experience, learning so many new things, glad to be apart of it.

1-Below Average, 2-Average, 3-Good, 4-Best, 5-Excellent



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**Feedback:**

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**Induction Training Program**  
**Personal Branding**  
**Feedback Form**

Date: 02/03/23

Time: 10:30 - 12:30.

1. Coverage of Concepts

2. Examples and Explanations

3. Pace of Training

4. Trainer's Preparation for the session

5. Interaction & Doubts Clarification

**Comments / Suggestions**

Excellent presentation, expressive. It was worth the time. Changed our perspective about life.

1-Below Average, 2-Average, 3-Good, 4-Best, 5-Excellent



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## Feedback:

### NEW HORIZON COLLEGE OF ENGINEERING Quality Assurance and Skill Development Center Induction Training Program Personal Branding

#### Feedback Form

Date: 02/03/2023

Time:

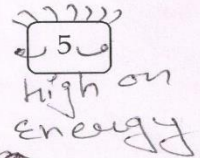
#### 1. Coverage of Concepts



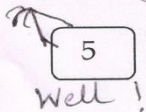
#### 2. Examples and Explanations



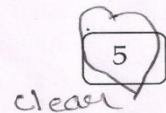
#### 3. Pace of Training



#### 4. Trainer's Preparation for the session



#### 5. Interaction & Doubts Clarification



Comments / Suggestions ✓

More sessions.

1-Below Average, 2-Average, 3-Good, 4-Best, 5-Excellent ✓



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## Feedback:

### NEW HORIZON COLLEGE OF ENGINEERING Quality Assurance and Skill Development Center

#### Induction Training Program

#### Personal Branding

#### Feedback Form

Date: 2/3/2023

Time:

1. Coverage of Concepts

2. Examples and Explanations

3. Pace of Training

4. Trainer's Preparation for the session

5. Interaction & Doubts Clarification

Comments/Suggestions

Absolutely excellent experience 😊

1-Below Average, 2-Average, 3-Good, 4-Best, 5-Excellent



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## **Conclusion**

The two hours training program helped the staff members 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.