



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 August 4th, 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 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.



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Methodology

The Training was conducted purely based on Activity trainings to enable fresh recruits.

- ✓ 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 resulting in 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

Attendance Sheet

PERSONAL BRANDING

Date:

Time:

| Sl.No | Department | Name of the Staff | Mobile Number | Mail id | Signature |
|-------|------------|-----------------------|---------------|--------------------------------------|-----------|
| 1. | ISE | POORNACHANDRA TEJASWJ | 973857736 | poornachandra.t_isc_nhce@newhorizon | |
| 2. | AIMC | Srinivas .Y.N | 9141741253 | Srinivas.YN_aimc_nhce@newhorizon | |
| 3. | Branding | S.Thulasi Parvathi | 8825965395 | thulasiparvathi.s.mb_nhce@newhorizon | |
| 4. | | | | | |
| 5. | | | | | |
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| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |

Dean - QASDC



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Feedback:

NEW HORIZON COLLEGE OF ENGINEERING
Quality Assurance and Skill Development Center
Personal Branding
Feedback Form

Date: 4-8-2023 Time: 11-00 To 1:00pm

1. Coverage of Concepts

| | | | | |
|----------------------------|----------------------------|----------------------------|----------------------------|---------------------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input checked="" type="checkbox"/> 5 |
|----------------------------|----------------------------|----------------------------|----------------------------|---------------------------------------|

2. Examples and Explanations

| | | | | |
|----------------------------|----------------------------|----------------------------|----------------------------|---------------------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input checked="" type="checkbox"/> 5 |
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3. Pace of Training

| | | | | |
|----------------------------|----------------------------|----------------------------|----------------------------|---------------------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input checked="" type="checkbox"/> 5 |
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4. Trainer's Preparation for the session

| | | | | |
|----------------------------|----------------------------|----------------------------|----------------------------|---------------------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input checked="" type="checkbox"/> 5 |
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5. Interaction & Doubts Clarification

| | | | | |
|----------------------------|----------------------------|----------------------------|----------------------------|---------------------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input checked="" type="checkbox"/> 5 |
|----------------------------|----------------------------|----------------------------|----------------------------|---------------------------------------|

Comments/Suggestions

lot of things I have learnt from this session
Very good presentation nice way of approach

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



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Personal Branding
Feedback Form

Date: 4/8/23 Time: 11am to 1pm

1. Coverage of Concepts

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
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2. Examples and Explanations

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

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

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|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
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5. Interaction & Doubts Clarification

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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|

Comments/Suggestions

Was very informative & I am happy to be a part of this training.

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



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Personal Branding

Feedback Form

Date: 4/08/2023

Time: 11-1

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

I enjoyed this session, I need more time to spend again like this session.

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 for teaching and non-teaching Faculty members to enhance their performance for Professional excellence rewards.