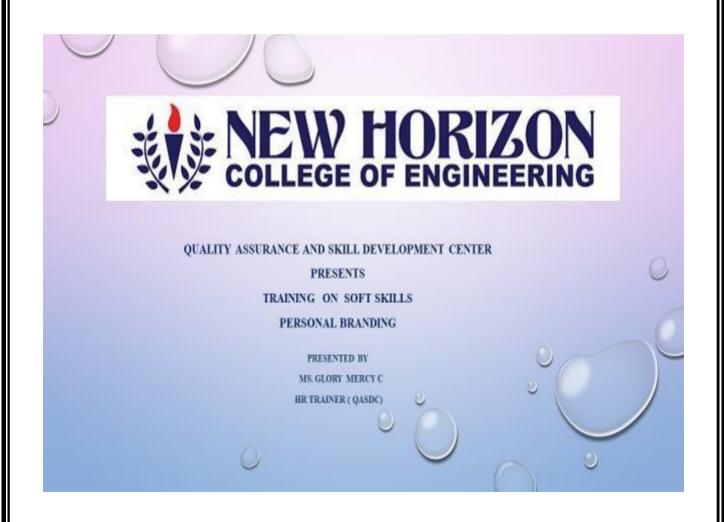
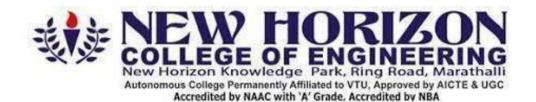


Quality Assurance and Skill Development Center
Training Report for Faculty Induction Program on

**Personal Branding -NHCK** 





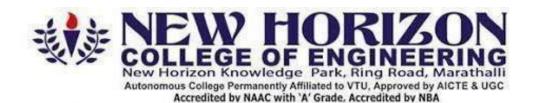
# **Executive Summary**

- ❖ This report was prepared to provide management with the results of the recently completed two-hour Induction Orientation training program conducted on August 24<sup>th</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 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.



# 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









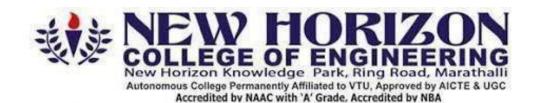












# **Icebreaker One: Listening Skills**

#### 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.

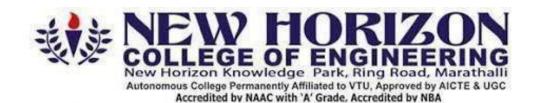
Participants usually observe the trainer and just follow blindly, however, the participants who have the skills are keenly listening and observing they will place the hands on the chin.

#### **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 whenit 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.

# **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 hasto 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.



#### **Attendance:**

## NEW HORIZON COLLEGE OF ENGINEERING

## Quality Assurance and Skill Development Center

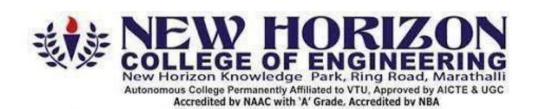
## Attendance Sheet

#### PERSONAL BRANDING

Date: 24-08-2023

Time: 2.00pm to 4.pm

Sl.No	Department	Name of the Staff	Mobile Number	Mail id	Signature
1.	Commelle	Shivaranjani. Chilla	8762194001	Shivatanjanig chita @ yakoo Com	2-ij
2.	Commerce	Hanisha Vyes	7597825758	hanishaqvyaz@gnail. Om	Hampha
3.	ADMIN	GAYATHRI M	9945542437	gayathribik89@gmail.com	Canthe
4.	APMAR-	Aelen R.	9008613964	helenrajak@gmail.com	Johnsey
5.	BCA	P. Jeyarani	9597072841	jeyaranimaharajan@grail.6	n fife
6.	Management	Deepa. K	8971029526	deeps. Kavijaya 22 Q gracil com	D
7.	Mangement	Soumya Singh E	7760862202	Counyasingh 0611@gmal-Com	L
8.	- Traine				-
9.					
10.					



#### **Attendance:**

#### NEW HORIZON COLLEGE OF ENGINEERING

## Quality Assurance and Skill Development Center

#### Attendance Sheet

## PERSONAL BRANDING

Date: 24/8/23

Time: 2 PM - 4 pm

Sl.No	Department	Name of the Staff	Mobile Number	Mail id	Signature
1.	Commerc	D. Sankar Nayayang	984862 6605 798 198 4300	dalavay-sn-comm-nhck@neu	horizon W. Sperm
2.	Administrator	etti seperiorapenasiden de		Shanxar vs 2222 gmay com gokul ms 196 nhchansuhonzariult	the state of the s
3.	Maria San	Sunfl GR	4022535352	Sunt-perindred newhorisoninda.edu	Soul
4.	15E	Vinodkumar	9043430805	Vinodkips VE gmail com	Villia
5.				Jr. J.	
6.					
7.					
8.					
9.					
10.					



Feedback:

# NEW HORIZON COLLEGE OF ENGINEERING Quality Assurance and Skill Development Center Personal Branding Feedback Form Time: 3:57 Pm Date: 24/8/23 (2pm-4pm) 1. Coverage of Concepts 3 2. Examples and Explanations 3. Pace of Training 4. Trainer's Preparation for the session 5. Interaction & Doubts Clarification Comments/Suggestions Glory man we is exallent in bringing the confidence in the training. I am very confident now

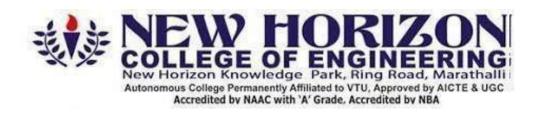
1-Below Average, 2-Average, 3-Good, 4-Best, 5-Excellent



#### Feedback:

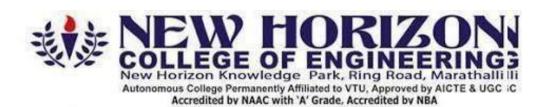
# NEW HORIZON COLLEGE OF ENGINEERING Quality Assurance and Skill Development Center Personal Branding Feedback Form Time: 2.00 to 4.00 pm Date: 24/8/23 1. Coverage of Concepts 3 2. Examples and Explanations 3. Pace of Training 3 4. Trainer's Preparation for the session 2 5. Interaction & Doubts Clarification Comments/Suggestions Everything is Exocultant we thoroughly leagued it and enjoyed the service.

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



## Feedback:

NEW HORIZON COLLEGE OF ENGINEERING
Quality Assurance and Skill Development Center
Personal Branding
Feedback Form
Date: 24/08/2023 Time: 2pm to 4pm
1. Coverage of Concepts
1 2 3 5
2. Examples and Explanations
1 2 3 4 5
3. Pace of Training
1 2 3 5
4. Trainer's Preparation for the session
1 2 3 4 5
5. Interaction & Doubts Clarification
1 2 3 5
Comments / Suggestions
1-Below Average, 2-Average, 3-Good, 4-Best, 5-Excellent  It was a great pleasure to altered a seession which  can be Identified or Implemented by with in to overcome  the simulians and to grow stronger in life.



## Conclusion

The two hours training program helped the NHCK 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.