



TECNIA INSTITUTE OF ADVANCED STUDIES

Approved by AICTE, Ministry of HRD, Govt. of India Affiliated To Guru Gobind Singh Indraprastha University, Recognized by UGC under Sec 2(f)

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI- 110085

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ISO 9001:2008

Event	: Workshop
Topic	: Aptitude and Soft skills
Resource Person	: Mr. Jayant, Corporate Trainer, Talent Developers
Schedule	: 01:30 AM to 4:30 PM
Date	: September 12 th , 2014
Day	: Friday
Venue	: Multi Purpose Hall (PG Block)
Faculty Incharge	: Dr. Jitender Rai (Associate Professor), MCA Department
No of Students	: MCA-I, III, V Semesters

Objectives:

1. To develop effective communication and presentation skills.
2. To train the students for better performance during interviews.
3. To make the students ready for aptitude test with full confidence.



Mr. Jayant Corporate Trainer, Talent Developer, addressing the audience



Students and Faculty Members Attending the Workshop

Report:

The workshop was divided into the following sessions:

Session 1

Quantitative Aptitude(60 mins)

- Average, Numbers, HCF & LCM
- Percentage,
- Time & Work,
- Simple Interest,
- Compound Interest, Probability,
- Equations and all basics or commons topics which comes in all competitive exams.



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Session 2

Verbal Aptitude (60 mins)

- Verbal and Reasoning
- Verbal Ability
- Logical Reasoning
- Verbal Reasoning
- Non Verbal Reasoning

Session 3

Soft skills (60 mins)

- Choosing a Career
- How to Hunt for a Job
- Making Great Resumes and Designing Cover Letters
- Power Dressing
- Body Language at Interviews
- Answering Frequently Asked Questions
- Group Discussions
- Personality Assessments

Mr. Jayant conducted the quantitative and verbal aptitude tests. After conducting the tests, he discussed the answers with students and elaborated the methods to solve such problems. It was followed by a session on soft skills where students were briefed on various topics detailed in session three mentioned above. He successfully answered the students' queries. Entire workshop was a good learning experience for the future IT professionals.

Learning Outcome:

Students have the following learning:

1. Develop effective communication skills
2. Develop effective presentation skills.
3. Become more confident and effective communicators in the workplace.
4. Conduct effective business correspondence and prepare business reports which produce results.
5. Become self-confident individuals by mastering inter-personal, team management, and leadership skills.
6. Develop all-round personality with a mature outlook to function effectively in different circumstances.
7. Develop broad career plans, evaluate the employment market, and identify the organizations to get good Placement, match the job requirements and skill sets.
8. Take part effectively in various selection procedures adopted by the recruiters.