

Two-Day Workshop: Campus to Corporate Transition Program

Objective: Equip freshers (engineers and MBA graduates) with foundational professional skills to enhance workplace effectiveness, interpersonal skills, and team dynamics.

Program Coverage | Duration: 2 Days

Day 1: Building Core Professional and Communication Skills

Objective: Develop essential communication, collaboration, and workplace etiquette skills to thrive in a corporate environment.

- Professional Communication
 - Principles of clear, concise, and professional verbal and written communication.
 - Common workplace scenarios: meetings, discussions, and client interactions.
 - Activity: Role-play workplace conversations
- Email Etiquette
 - Structure of professional emails: subject lines, greetings, tone, and closing.
 - Dos and don'ts: avoiding common pitfalls (e.g., overuse of jargon, vague requests).
 - Activity: Draft and review sample emails
- Workplace Etiquette, Discipline, and Ownership
 - Understanding corporate culture: punctuality, dress code, and respect for colleagues.
 - Taking ownership: accountability for tasks and deadlines.
 - Activity: Group discussion on real-world scenarios (handling delays, managing conflicts...).
- Feedback Culture
 - Importance of giving and receiving constructive feedback.
 - Frameworks for feedback
 - Activity: Practice giving and receiving feedback in pairs.
- Teamwork and Collaboration
 - Building trust and collaboration in diverse teams.
 - Understanding team dynamics: roles, conflict resolution, and effective collaboration.
 - Activity: Team-building exercise

Day 2: Enhancing Presentation, Documentation, and Personal Branding

Develop skills for effective presentations, technical documentation, and personal branding to stand out in the workplace.

- Presentation Skills
 - Structuring impactful presentations: storytelling, visuals, and delivery.
 - Overcoming stage fright and engaging audiences.
 - Activity: Prepare and deliver a 3-minute pitch
- Demo Preparation
 - Preparing and delivering effective product or project demos.

- Best practices: knowing your audience, anticipating questions, and showcasing value.
 - Activity: Simulate a demo presentation in small groups.
- User Story Writing
 - Basics of user stories
 - Writing clear, concise, and actionable user stories for technical and non-technical teams.
 - Activity: Write user stories for a sample product feature.
- Functional and Technical Documentation
 - Importance of clear documentation in corporate projects.
 - Key elements: structure, audience awareness, and clarity in technical and functional documents.
 - Activity: Draft a sample document (e.g., process flow or technical guide).
- Brand You: Personal Branding
 - Building a professional identity: online presence, networking, and reputation.
 - Leveraging LinkedIn and other platforms to showcase skills and achievements.
 - Activity: Create a personal elevator pitch and outline a LinkedIn profile summary.