



Audyogik Tantra Shikshan Sanstha's  
Institute of Industrial and Computer Management and  
Research (IICMR)

Approved by AICTE, Affiliated to SP Page University  
Recognized by DTE, Government of Maharashtra, MAAC No. 100/2017  
The Institute is established under the provisions of the Companies Act, 1956.  
Incorporated in India. Registration No. 100/2017. UIN: 100/2017. UIN: 100/2017.

**MBA@IICMR**

Date: 16/03/2022

## REPORT

**1. Title of the Activity:** Rubicon Life skill Workshop on Grooming for getting into corporate world.

**2. Date & Venue:** 14&15 March 2022. MBA@IICMR had organized its Rubicon Workshop for First year MBA Students.

**Time:** 9:30 a.m. – 6: 00 p.m.

### 3. Outcomes of Activity:

1. The students will know about Organizational Structure, SWOT analysis, corporates jargons and Public Speaking.
2. The students will develop effective presentation skills, Email etiquettes and telephone etiquettes.
3. The students will be using the tips and tricks shared for group discussion and personal interview.

### 4. Description of the Study:

1. The students will know about Organizational Structure, will identify SWOT analysis, learn most commonly used words in corporates and eliminate stage fear by Public Speaking.
2. The students will develop effective presentation skills, Email etiquettes and telephone etiquettes which are very important for Interviews.
3. They were also taught to assess candidates' public speaking skills and how to perform well during interviews.



Ref.: IICMR/MBA/RubiconWorkshop-2022/1



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Approved by AICTE, Permanently Affiliated to SP Pune University,  
Recognized by DTE, Government of Maharashtra, NAAC Re-accredited  
Marked Platinum Category by AICTE, UJ for Industry Linked Technical Institute  
Awarded Best Management Institute for Quality Address by CQIR

## **MBA@IICMR**

The Rubicon session was conducted by two trainers Ms. Beena Kadam and Mr. Prashant Sonawane. The session consists of grooming for getting into corporate world. The students were told about organizational structure followed in corporates. The language used in the corporate and personal SWOT analysis was also told. The very important part is speaking confidently in public was practiced. When it comes about interview email writing, Group discussion and email writing also plays important role.

Many videos for telephonic conversation over the phone were also showed which is part of telephone etiquettes. Body language and grooming for corporate was shown by examples.

### **5. Activity Experience**

**Following Steps were covered in the Grooming for getting into corporate world activity:**

1. Listing all the strengths ,weakness ,opportunities and threats honestly and one by one analysis was done. How to convert Weakness to strengths and threats to opportunities.
2. Various types of organization structure was explained.
3. Generating confidence in public speaking as communication is the backbone of any society. It allows us to form connections, influence decisions, and motivate change. Students were ask to introduce self in effective and funny manner.
4. Telephone etiquettes is very important for interview and regular life. There are some dos and don'ts over the call which was practiced.
5. Email etiquettes and the email writing's super basic, basics, structure of the email and the samples.
6. Body language and personality development by pictorial presentation was shown.
7. Resume writing for recruitment process was practiced.
8. Group discussion was conducted and psychometric test was given and assessed.



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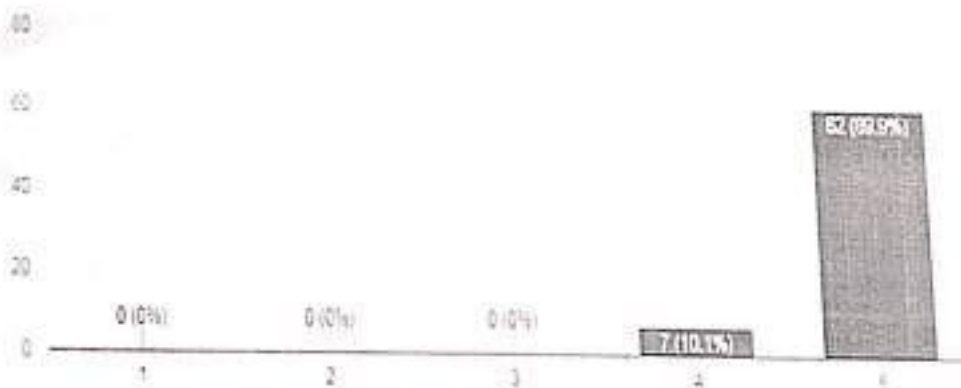
9. Career options were also discussed with the students.

### 6. Assessment of Activity Outcomes:

Students got to know about their strengths and weakness and the area they have to improve. They are well versed with telephone etiquettes. Students got to know do's and don'ts for telephonic conversation during the interview. Students have got clear picture on how to dress and act in corporate. The students are inculcating the habits of grooming properly for college and thereafter for office. Personal interview and group discussion feedback helped the students. The psychometric test will help them for interview in future. They have started practicing. Trainers solved all their queries.

#### Feedback:

The Feedback was very happy with the trainers input. Students learnt the skills of giving online interview and writing mails effectively. Students rated the session on the basis of Relevance of the Topic, Quality of Content, Delivery of Content, Practical application of subject, Participation of students in discussion, Handling of Question - Answer Session, Interest Generated by Speaker and the Overall Opinion about the Speaker. The rating from students stood between 3 to 5. Overall, it was a very good and useful session. Students were very happy with the delivery.





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BANKING Category For Ad. 2016 for industry Linked Technical Institute  
Awarded Best Management Institute for Industry Feedback by CII/IIIM

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