

## **SCHOOL OF PHARMACY**

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### **REPORT**

#### **A 6-DAY TRAINING PROGRAM ON “CAMPUS RECRUITMENT TRAINING”**

School of Pharmacy and Training and Placement cell, NNRG have conducted a 6 day training program on “Campus Recruitment Training” for the students of B.Pharmacy IV year on from 21<sup>st</sup> to 26<sup>th</sup> March 2022 in association with Telangana Academy for Skill and Knowledge and Mahindra Pride Classrooms at Nalla Narasimha Reddy Education Society’s Group of Institutions, Hyderabad.

#### **Trainer Profile: Mr. R. Kiran Francis**

Mr. R. Kiran Francis has completed MBA from Malla Reddy Group of institutions and currently doing his Ph.D work from Maharshi university-Noida. He got 12 years of experience in marketing and retailing, from which 8.5 years of training alone. The trainer was appointed by TASK from Mahindra Pride Classrooms to provide campus recruitment training for B.Pharmacy IV year students of NNRG.

#### **Day 1 – Communication and Interview Skills**

##### **Inaugural**

At the inaugural, Dr.Krishna Chinnala, Dean School of Pharmacy and have addressed the students and told them to utilize the opportunity and prepare themselves for upcoming on-campus, off-campus drives and interviews. He also mentioned that trained students will have better opportunity to get selected at the interview.

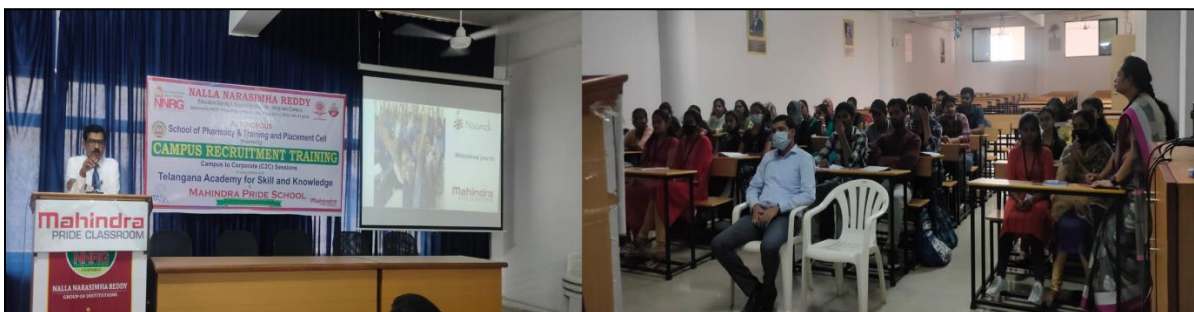
Mr. K. Sreekanth, Training and Placement Officer, T&P Cell, NNRG addressed the students. He discussed the importance of Placement training and encouraged the students to actively participate in the program and excel with their soft skills.

Trainer started the session by introducing the skills required to get through an interview. He stated that the following skills are much required;

- Effective Communication Skills
- Problem-Solving skills
- Team work
- Leadership Skills
- Confidence and attitude

- Interpersonal skills

He gave a brief introduction about the above mentioned skills.



**Dr. Krishna Mohan Chinnala, Dean, School of Pharmacy addressing the students at the inaugural**

He mentioned that Skills are not limited to only the technical skills you acquire while studying different courses in college. There are many non-technical and soft skills required in a workplace regardless of the nature of the job. In fact, these skills are in high demand among companies looking to hire fresh graduates for different job roles.

One of the most important things for campus placements is confidence. Be confident in your abilities and all the preparation you have done. You are going to do well. And even if you don't get into one company, you can get into another good company. Be positive and have a positive attitude throughout.



**Trainer Mr. R. Kiran Francis speaking to students of B.Pharmacy IV year**

**Day 2 – Team work and presentation skills**

Trainer started the session with recap of the last session:

Later he divided the class into groups and allotted topic for them to work in a team and present the topic with the help of a chart. This activity was conducted to build good team work skills, and presenting the given topics would enhance the presentation skills.

After the activity trainer explained about qualities to be attributed by everyone in a team. He mentioned that;

- They should have clear goals and plans
- They should have strong leadership
- Members will be involved in fulfilling their own tasks and also help one another
- Members should communicate openly with the team
- Members must resolve conflict constructively.



**Group activities by students to build team work capabilities**





### Students presenting their group activity to the class

At the afternoon session trainer discussed about doing a job after graduation and benefits of having a job.

He spoke about industry revolution and gave a glance on career opportunities in the field of Pharmacy. He concluded the day saying that short and long term goals must be set by considering family, friends, finance, intellectual, spirituality, social responsibility, education and possibility.

### **Day 3 - Professionalism and interpersonal skills**

Third day started with the recap of early sessions.

Later he discussed and elaborated professionalism and interpersonal skills.

He stated that the conduct, aims, or qualities that characterize or mark a profession or a professional person is called professionalism. Being a professional in your chosen field means much more than just holding a college degree and donning a business suit. The way in which you conduct yourself is also a key component of your success.

He stated that a professionally should;

- Look sharp and organized
- Be polite and well-spoken 100 percent of the time.
- Get your work done on time.
- Respond to requests promptly and follow-through with promises in timely fashion.
- Set benchmarks and meet them to demonstrate reliability.
- Express confidence, but not attitude
- Do not dominate the conversation; listen intently and process what the other person is saying.

- Maintain your composure, even when facing a difficult situation
- Keep your area neat and organized for easy execution of tasks

Trainer stated that Interpersonal skills are the skills we use every day when we communicate and interact with other people, both individually and in groups. Having empathy for others is a crucial part of relationship building in the workplace because it helps you take into account the thoughts, feelings, and needs of others. Everyone has their own unique insights, experiences, and perspectives on different subjects. By actively listening to other viewpoints in the workplace (as well as in our personal lives), it helps us as humans to learn and grow.



#### **IV year students doing activities (Interaction with new people) in training program**

#### **Day 4 – Email Etiquettes, Digital Identity and critical thinking**

Trainer started the session by defining Email, he stated that Electronic mail (email or e-mail) is a method of exchanging messages ("mail") between people using electronic devices.

Every professional should understand the basic rules of formatting a professional email. He stated that emails can be hard. A well-crafted email can make the difference between a successful working relationship or potential confusion, insult or conflict.

He listed the email etiquettes as follows;

- Always include a subject matter that succinctly captures what your email is about.
- If you are writing to someone you don't know so well, and then always add a formal salutation and an introduction.

- If you are writing to your own team about a project that you have been discussing, then you can write short, instructive emails with a list of bullet points.
- Do a spell check after constructing the email.
- Always state if your email needs an action and by when. Open-ended emails can be confusing.
- Align the body of the mail and do not include capital letters.

Sir stated that a digital identity is the body of information about an individual, organization or electronic device that exists online. Unique identifiers and use patterns make it possible to detect individuals or their devices.

He said that digital identity management is vital for any profession as our digital identity is the collection of information used to identify us comprising unique identifiers and user patterns.

The afternoon session started with a group activity on critical thinking, where the students were given a situation with a problem and they need to analyze the situation and come up with possible solutions.

Trainer stated that Critical thinking is the analysis of available facts, evidence, observations, and arguments to form a judgment. The skills that we need in order to be able to think critically are varied and include observation, analysis, interpretation, reflection, evaluation, inference, explanation, problem solving, and decision making.



**Group activities on critical thinking**



## **Groups presenting the given scenario with solution at Critical Thinking Activity**

### **Day 5 – Bio-data and group discussion**

Fifth day of the training program started with rules of group discussion, resume writing and saying their bio data at the interview.

The rules of group discussion which are discussed are as follows;

- Allow everyone a chance to speak
- Listen respectfully and actively
- Criticize ideas, not individuals
- Commit to learning, not debating
- Avoid blame, speculation, inflammatory language
- Avoid assumptions about others, especially based on their perceived social group

He summarized that group discussion by saying that the first and foremost step to come to light among the group is to be knowledgeable enough to initiate the discussion, later he said that it's wise to wait, watch and listen to what the other candidates say until you get a chance to glide into the discussion. Take charge and start your conversation moving forward. He concluded that the summary should be short and to the point and no new points should be added for further discussion. Make sure that the summary is not single-sided but an amalgamation of both sides of the discussion.

This introductory session later continued with a practice session on group discussion





### **Students participating in group discussion**

After the group discussion the session continued with verbal and oral bio data preparation. The trainer said that greet your interviewers and tell your name to start the formal introduction. It is always a good idea to prepare for this most expected question beforehand. Do not hesitate to include some informal, personal information, such as your hobbies, or what you do on weekends. Give a brief account of your educational background such as your school, graduation, post graduation and so on. Mention extra-curricular activities you have been a part of.

It is all the way more dreadful for fresher to prepare their self-introduction. Most freshers are of the view that they don't have much to talk about. He gave few key points for the fresher candidates, they are as follows;

- Confidence is the key.
- Wear a smile when you go for an interview.
- A simple 'hello' can showcase your etiquettes.
- Maintain eye contact
- Maintain good body language and communicate your points well.
- Take this opportunity of self-introduction as your chance to exhibit your qualities in the right way.
- Talk about your educational background and achievements. Mention relevant certificates and awards.
- As a fresher, you have leverage that you can talk about your hobbies at length. Showcase your qualities and personality while mentioning your hobbies.





### **Video graphical demonstration of saying bio-data at an interview**

#### **Day 6 – Resume writing and review**

The last day started with brief summary of the last sessions. Later he started the session with brief introduction to resume writing and golden rules of resume writing. He said that “A resume is a formal document that provides an overview of your professional qualifications, including your relevant work experience, skills, education, and notable accomplishments”. The basic rules of writing a resume are;

- Include your first and last name, phone number, and email address.
- Add a concise overview of your professional background and key qualifications.
- Include your school names, highest degree earned, majors and minors.
- Include any resume skills you possess that are relevant to the position.
- Be sure to use a strong mix of hard skills and soft skills to demonstrate that you’re a well-rounded candidate.
- Structure if properly
- Avoid grammar and spelling mistakes
- Summarize for one page for fresher
- Include the academic achievements
- Add your practical experiences which are relevant to job responsibilities.

Later he reviews the resumes prepared early by the students.

At the end of the session trainer selected CH. Achyuth Reddy, M. Sirisha, V. Akaanksha and Sameera Begum to receive appreciation awards from Mahindra Pride Classrooms.

Selection was done based on their attendance and performance in the activities conducted throughout the training program.



**CH. Achyuth Reddy, M. Sirisha, V.Akaanksha and Sameera Begum received appreciation awards for their active participation**

**Valedictory:** In the afternoon's valedictory session, Dean, TPO, and the trainer addressed the students by providing their feedbacks. Later students also gave their personal feedbacks on the session. They said that students have acquired much knowledge on skills which are acquired through the complete training program, which would ultimately help them to get selected in the interviews. They also thanked the management and School of Pharmacy of NNRG for such activities. All the students received certificates for the participation.



**Students receiving certificates for participating**




**Dean and TPO facilitating the trainer**



**B.Pharmacy IV year students with their participation certificates**

Total **38** students from B.Pharmacy IV year have attended the training program.

  
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**Dean - SoP**