

GOVERNMENT ENGINEERING COLLEGE **SECTOR-28 GANDHINAGAR**

REPORT

ON

FINISHING SCHOOL PROGRAM



PREFACE

As we reach the conclusion of our finishing school program, it is with great pride and satisfaction that we present this report. Over the past few days, our participants have embarked on a transformative journey of self-improvement and skill development, guided by the principles of etiquette, poise, and professionalism.

This report serves as a testament to the hard work, dedication, and progress made by our students throughout the program. It showcases their achievements and showcases the impact of our finishing school program on their personal and professional growth.

Our finishing school program is designed to empower individuals with the knowledge and skills necessary to excel in today's competitive world. Through a curriculum that encompasses various facets of personal and professional development, including communication skills, social etiquette, grooming, leadership, and self-confidence, our participants have undergone a comprehensive training experience that prepares them to navigate the challenges of the modern world with grace and sophistication.

In this report, we highlight the diverse range of topics covered in our program, the various learning methodologies employed, and the outcomes achieved by our participants. We share stories of success, testimonials from our students, and anecdotes that capture the essence of our finishing school program.

We express our heartfelt gratitude to our dedicated team of instructors, mentors, and support staff, who have worked tirelessly to ensure the success of our students. We also extend our appreciation to our participants, whose unwavering commitment and enthusiasm have made this program a resounding success.

We hope that this report provides a comprehensive overview of our finishing school program and serves as an inspiration to those who seek to enhance their personal and professional skills. It is our belief that the lessons learned and the experiences gained during this program will continue to serve our participants well as they embark on their future endeavors.

We are proud to present this report as a celebration of the accomplishments and growth of our students and as a testament to the effectiveness and impact of our finishing school program.

FSP (Finishing School Program)

Day 1 to 10 by Mr. Paresh Suthar

Day	Date	Topic
1	23/03/23 - THURS	→ SWOT ANALYSIS → SELF ESTEEM
2	24/03/23 - FRI	→ GOAL → STRESS MANAGEMENT
3	27/03/23 - MON	→ EMPATHY & SYMPATHY → TEAMWORK → SELF DISCIPLINE
4	28/03/23 - TUES	→ CRITICAL THINKING
5	29/03/23 - WED	→ BODY LANGUAGE → PRESENTATION SKILL
6	30/03/23 - THURS	→ TIME MANAGEMENT → PRESENCE OF MIND → GROOMING AND PERSONAL HYGINE
7	03/04/23 - MON	→ FIRST IMPRESSION → ETIQUETTE → NEGOTIATION SKILL → INTERPERSONAL SKILL
8	05/04/23 - WED	→ EFFICIENCY → OBSERVATION AND CONCENTRATION → PROFESSIONAL GOAL
9	06/04/23 - THURS	→ ETHICS → PROBLEM SOLVING AND DECISIONMAKING SKILL
10	10/04/23 - MON	→ LEADERSHIP SKILL → EXAM

DAY -1



Activities:

- **NUMBER GAME- ONE HINDI, ONE ENGLISH-** In this activity everyone has to stand in line and speak numbers from 1 to 10 in a corresponding hindi and english language.
- **MAKE LIST OF YOUR ACHIVEMENTS & SUCCESS** – Here in this activity professor asked every body to make a list of there life's achievement and success in any field or any thing.

Topics:

- **SWOT Analysis:** Fullform of SWOT is Strength,Weakness,Opertunities ,Threat . In this students learn to self analysis of their own strength , weakness , Opertunities , Threat. Also they learn about how SWOT analysis is useful in professional world.
- **Self Esteem:** Here students learn about self-esteem which means to know your personal value.It is based on our opinion and beliefs about ourselves, which can feel difficult to change.

DAY -2



Activities :

- **MAKE ROUNDS IN 60 SECONDS** :In this activity , everyone had to estimate how many rounds they can made in 60 seconds on a page and then they had to made rounds on page the result of this activity was everyone had made more rounds then they estimate which helps students to learn that they are much more than they think.

Topics :

- **SELF CONFIDENCE** :Confidence is not walking into the room thinking you are better than anyone;its walking in , believing in yourself and accepting that your brain and you are not designed to progress based on comparison with others but only with yourself.
- **EMPATHY** :Sympathy is an expression of pity or understanding for other persons misfortune.
Empathy is seeing with the eyes of another,listening with ears of another,and feeling with heart of another.
- **GOAL** : A person's ability to work on his/her life goal indicates his/her organization skills . It is important to learn how to share your life goal and plan effectively because if you can plan , you can achieve it. Professional goals develop from your personal goal.

DAY -3



Topic:

- **Teamwork:** There is a limit to what we can achieve, when we work individually, whereas when we work in a team, sky is the limit. In a complex organization all functions are interlinked. Almost all departments are interdependent for producing results and it is only possible through teamwork. Like in the case of cricket or football, it is the team that wins the match and not an individual. Similarly, in an organization teamwork plays the most important role.
- **Self-Discipline:** Usually, things and temptations control one's life; with self-discipline one can control one's life. Self-discipline means self control, which is a sign of inner strength and control of one's self, one's actions and one's reaction.

DAY -4



Activities:

- **Film making:** All the members were assigned different roles like actors, director, producer, script writer, editor, camera person, makeup artist etc. A short film of about 15 min was made with the title on job abuse and the cast played its role with excellence.
- **Traffic Jam Game:** It is a great teambuilding activity to play with 8 players. The objective is to switch teams, so left has to go right and vice versa. But there are 4 rules to be followed

Topic:

- **Planning:** Planning is an important skill to learn so as to ensure constant and systematic achievement of short- and long-term goal. Be it planning for family functions, school/college functions, parties etc. But systematic plan is something that must be in place to ensure the success of any such event.
- **Critical thinking:** knowingly or unknowingly we critically analyze various things every day. From deciding which shirt to wear and what food to eat, we critically evaluate every decision. If we could understand the underlying principle of our decision-making process, we could make better judgements.

DAY -5



Activities:

- **INTERVIEW :**Here, in this activity professor asked few students to come up on the stage and they made two teams of three and asked each team to give and take interview and asked others to be judge and give feedback on their interview skills . This will enhance their interview skills also build up their confidence and this will give the audience a skill of observing.
- **PUBLIC SPEAKING :**In this activity, professor asked those students to come up on the stage who can't speak on stage and give them several topics and some time to prepare a speech on it in 1 min this will enhance their confidence level and will deduce their fear of stage.

Topic:

- **Interview skills:** Interview is often a situation that creates immense pressure on the interviewee. Butterflies that flutter in the belly are a typical reflection of nervousness, stress and anxiety. A candidate should be well prepared to face the interview. be it the outer appearances or representation the credentials, it is expected that one needs to look and behave confident.
- **Body language:** It is an important part of our non-verbal communication where we do not use words but our body to express what we want to say. Many times, we find it difficult to believe what some people say. That is because their words and their body are not in sync.

DAY -6



Topic:

- **Time management:** It is not just a skill but a life skill. If one learns how to manage it, it becomes a habit and then a way of life. When something becomes your way of life, it is the best form of learning.
- **Punctuality:** it is more important at the workplace because it is here that one gets paid for the hours, they put in. employees are expected to be punctual and dependable in order to meet the needs of their department.

DAY -7



Topic :

- **Etiquette:** Etiquette is code of behavior that defines expectations for social behavior according to contemporary conventional norms.
- **Personal Hygiene:** It includes following aspects; physical fitness, formal wear, presentable face and hair and Etiquette. In physical fitness; you should look fresh, fit and healthy. Exercise daily, go running or cycling. In formal wear you should wear something clean and simple clothes. In presentable face and hair; your hair should be washed and neatly combed. For etiquette; it is a social behavior according to contemporary conventional norms.

DAY -8



Topics:

- **Efficiency:** In a professional environment where resources are often scarce, time is a luxury. Teams are required to excel in the shortest possible time period. Efficiency plays a vital role here. With efficiency one is required to focus and ensure all resources are deployed to reach or achieve the target on time. Efficiency is not always in reference to time but also resources. With limited resources, it is often a skill to reach a goal; especially the one which is highest priority.
- **Observation & concentration Skills:** observation is nothing but collection of data through your senses. In science data collection is done through laboratories and instrument, whereas in real life, we do this with the help of our senses. One can see a lot of things but may actually observe very little. This is because we do not process the received data through our senses, which are often our eyes. One of the problems with observation is the element of bias which is often the result of your value system.

DAY -9



Topic:

- **Problem Solving and decision making:** In one's work life, one often encounters various problems. They could be interpersonal, technical, process related or people related. One must know the skill of solving problems and finding the right solutions.
- **Professional Ethics:** It is the personal, organizational, and corporate standards of behaviour that we are expected to demonstrate as professionals.
- **Professional Goal setting:** Mobility is life, and the goal are the milestones in the journey. As Michael korda said,"one way to keep momentum going is to have constantly greater goals." One of the markers of efficiency is a person's ability to set goals, professional goals in particular.

DAY -10



Topic:

- **Group Discussion:** GD is an important component of the selection processes followed by most of the employers. Students need to become familiar with the process of GD and will get an idea about the basics of GD including what skill sets employers observe and prefer in their prospective employee. Students will be held about the dos and don'ts of GD and how candidates are assessed. After learning the basis of GD, one needs to practice it to master it.
- **Leadership Skill:** Leadership is one's ability to guide other people. Leadership is an important quality that helps you as well as others to grow in the organization. A leader ensures that the task is completed and all desired outcomes are achieved. The leader takes full responsibility for the actions of the team and ensures that it gets all support and resources required to complete the task. The leader also assumes accountability for team failures and takes full ownership of it without blaming anybody from the team.