

FINISHING SCHOOL TRAINING

Finishing School is an Employability Enhancement Initiative of the Education Department, Government of Gujarat for imparting training on Soft Skills, Employability Skills, Spoken and Functional English to the students of Higher and Technical Education to make them Industry-ready. Knowledge Consortium of Gujarat established by the Department of Education, Government of Gujarat, started Finishing School training in the year of 2016-17.

A.V. Parekh Technical Institute, Rajkot has completed total 9 batches of Finishing School Training programme.

Finishing School Training content includes four modules/sets – A-B-C-D:

Set – A Life & Employability Skills

Self-Awareness SWOT, Self-Esteem and Self Confidence, Life & Professional Goal Setting, Grooming, Personal Hygiene and Body Language, Resume Writing and Cover Letter, Job Search and Career Options, Group Discussion, Interview Skills, Empathy, Interpersonal Skills

Set – B Functional English Skills

Self-Introduction and Introducing Others, Nouns and Pronouns, Describing Words, Vocabulary Building, Verbs Part-1, Tenses Part-1, Prepositions, Conjunctions and Connectors, Framing it Right!, Telephone and Email Etiquette (Part-1)

Set – C Life & Employability Skills

Positive Attitude and Motivation, Self – Discipline and Emotional Intelligence (EI), Team Work, Leadership Skills, Professional Ethics and Critical Thinking, Problem Solving and Decision Making, Presentation Skills and Meeting Etiquette, Social Media & Cyber Etiquette, Stress Management and Anger Management, Time Management

Set – D Functional English Skills

Verb Part-2, Tenses Part-2, Developing a Paragraph, Report Writing, Email Etiquette Part-2, Communication Skills and Barriers, Telephone Etiquette Part-2 and Appropriate Use of Language on Social Media, Speak and Contribute, Group Discussion

For joining Finishing School Training programme, students of the institute may contact departmental coordinator of their concerned departments.