

PLACEMENT SKILLS

II YEAR SEM-3 B.Tech CSE	CORE	L	T	P	C
CODE:CS2301	PLACEMENT SKILLS	2	2	0	4

In this course student will be trained on following topics

- Quantitative Aptitude
- Data Interpretation and Data Sufficiency
- Logical Reasoning and Verbal Ability
- Reading Comprehension
- Resume Building
- Communication Skills
- Voice and Accent Training
- Group discussions
- Stress test
- Mock Interviews (Technical Interview, HR interview)
- Voice and Accent Training

1. Commercial Awareness Skills

- Carrying out research to understand the nature of the work and the sector
- Seeing the need for foreign language speakers in the work place
- Learning about the reputation of the institution
- Developing skill in a hands-on role: selling, dealing with others, money

2. Communication Skills

- Writing professional emails improved written skills
- Worked exclusively in the target language
- Writing up interviews and reports
- Meetings and conversations with colleagues, developed a professional manner, able to adopt correct register
- Telephone skills
- (ML students) Completed a 6000 word academic essay in the target language (Year Abroad Research Project)

3. Intellectual and Subject Knowledge

- Developed I.T skills, working with a range of programs and databases
- Learnt how the business worked on a national/international scale

- Increased knowledge of particular career path/sector

4. **Language Skills**

- In an office environment with colleagues who did not speak English there was no option but to speak the target language
- Social occasions – meeting people from different backgrounds and nationalities
- Communicating in the target language in day-to-day settings (such as shops, restaurants, setting up bank accounts, finding somewhere to live, telephone conversations)
- Contribution in meetings

5. **Networking Skills**

- Interacted with a range of professionals within the office and from other departments
- Attended corporate events and met professionals from a range of backgrounds
- Worked with clients

6. **Problem Solving and Analytical Skills**

- Used initiative to employ problem solving skills in order to overcome obstacles
- Think more creatively to solve problems
- Creatively solve problems by applying familiar concepts to unfamiliar situations
- (ML students) Collecting and analysing data for Year Abroad Research Project

7. **Project Management Skills**

- Planning effectively to complete a project professionally in a specific time frame
- Delicate time management and planning needed on a work placement to complete tasks to meet deadlines
- Organising elements to the year abroad: accommodation, finances, travel
- Organising events, managing resources and delegating responsibilities
- Prioritising deadlines and goals to meet
- Balancing a range of projects at the same time to meet deadlines
- (ML students) The Year Abroad Research Project required planning and time management to meet chapter deadlines

8. **Self-management and Personal effectiveness Skills**

- Organised work placement and corresponded with employer independently
- Initiative to resolve problems at work
- Get-up-and-go attitude
- Initiative to get to know people and find new ways to use the target language
- Forced out of comfort zone – take own initiative to resolve problems
- Having to plan and execute new and challenging tasks
- Freedom to work by myself to meet targets
- Opportunities to be creative– making fliers, posters and decisions for the company's website
- Finding somewhere to live and setting up a bank account, etc.
- Being decisive in how to solve problems when there was a communication barrier

9. **Social Responsibility and Global Awareness Skills**

- Develop an understanding of global issues in your industry of interest

10. **Team Working Skills**

- Working with other members of staff
- Used personable skills to work effectively with colleagues
- Asked questions when I was unsure as to how to proceed
- Working together with people from other cultures
- Working and collaborating with other interns
- Responsible for leading projects
- Working in an office environment