

# WEBINAR ON INTERVIEW AND COMMUNICATION SKILL

Organized by the Department of Commerce, Govt Hrangbana College

1st July 2021

Resource Person: Ms Zoramawii Ralte, Consultant, Mizoram Consultancy Group

## Context:

- \* The webinar was intended to develop and improve the students' soft skills, interview skills and their communication skills for their personal growth and future professional development
- \* It intended to give the outgoing students a fair idea about the basic interview skills one must have to secure his/her dream job.
- \* It would also help the students develop the ability to communicate clearly and share thoughts, feelings and ideas will help them in their relations with other people

## The Programme

No of Participants: 402

As a part of the Certificate Course on Personality Development Programme for the outgoing students, the Department of Commerce, Govt Hrangbana College organized this webinar with an endeavour to enhance the communication skill of the students and to prepare them for the various challenges that they will be facing when they search for jobs.

The points focused by the resource person were:

*\*the importance of self awareness for gaining confidence and for becoming better effective communicator and ace an interview and for becoming better leaders and team members.*

*\*the different ways of communication -spoken word, visuals, written word, body language and social media.*

*\*the skills needed for interviews- pre-interview, interview and post interview*

**How well do you know yourself?**

- What are your strengths?
  - Hardworking | Organized | Caring | Creative | Ambitious
- What are your weaknesses / areas needed for improvement?
  - Unorganized | Indecisive | Not punctual | Procrastinate
- What motivates you?
  - My drive to succeed
  - I want to support my family
  - I want to build a nice house
  - I want to give back to my community

The slide features a background image of a sunset over a body of water. A small video inset in the top right corner shows a woman speaking. A QR code is located in the bottom right corner of the slide.

## Outcome of the Program:

- *The participants now have gained knowledge of self-reflection, personality assessment and feedback as ways of developing better self-awareness.*
- *The participants were educated on the four main types of effective communication like verbal, nonverbal (body language), written and visual.*
- *The skills needed for the three-step interview interviews- pre-interview, interview and post interview were skillfully presented by the resource person. The participants were explained the importance of having a good knowledge of the organization that one is applying to, the knowledge about one's strength and weaknesses and the various common questions that one needs to be prepared for in an interview*
- *The resource person emphasized the meaning of body language – how to read others and how to manage one's body language effectively*



Link: <https://youtu.be/QRgg5Z9-iFk>