

## Report on "Training Workshop on Interview Techniques and Etiquettes "

An Initiative of Mata Sundri College for Women in Collaboration with **IBS ICFAI BUSINESS SCHOOL** held across as an online event over Zoom.

In accordance to their unique and innovative approach to business education, that focuses on providing the right knowledge, imparting the right skills for enduring success in management careers, and shaping the right attitudes, **IBS ICFAI BUSINESS SCHOOL** conducted a **Training Workshop** hosted by PRAYAS, The Placement and Internship Cell of Mata Sundri College for Women, on 23<sup>rd</sup> September **2022**, for the Second and Third Year students of Mata Sundri College for Women, held over **Zoom**.

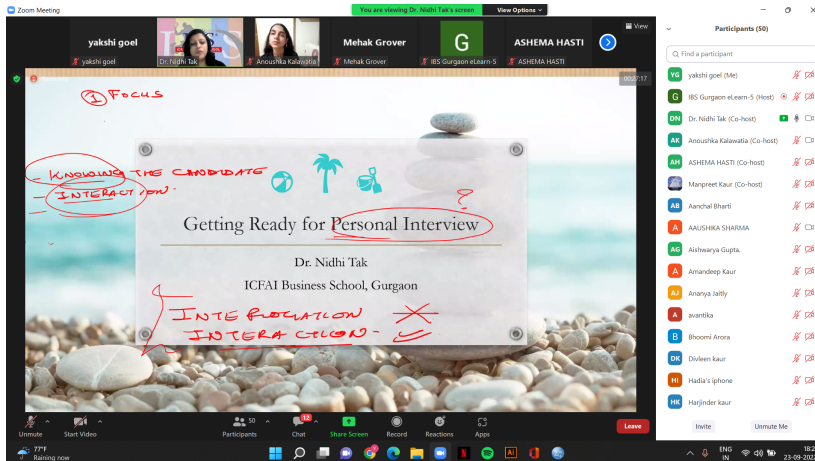
IBS is one of the best B-Schools in the country, providing excellent academic delivery and infrastructure to its students VIA offering globally accepted programs and great opportunities for all-round development and an 100% case-based learning which transforms its students into leaders of the future. It's campuses are located at Ahmedabad, Gurgaon, Kolkata, Mumbai and Pune. They offer two-year, full-time Management Programs to prepare the students and equip them for successful corporate careers. These campuses are independent professional institutions and are neither affiliated to nor are off-campus centres of any university. A critical attribute for success in life is cultivating the right attitudes like positive thinking, risk-taking, opportunity-seeking, adapting to change, and achieving a proper balance between divergent goals of life. IBS helps students develop the right attitudes, and encourages them to grow into balanced and well-rounded individuals capable of taking up leadership positions.

The session aimed at providing a professional Outlook on How to conduct yourself during an Interview and a **Mock Interview** session which was lead by Dr. Nidhi Tak (speaker at the workshop) and Mr. Ashish Parmar. Our Placement Committee faculty member and our Co-Convener Mrs Ashema Hasti Ma'am graced the event with her active support, guidance and presence and introduced our esteemed guests and elaborated on the agenda of the Workshop. The opening speech was given by Anoushka Kalawatia and the vote of thanks was delivered by Meha

Dr. Nidhi Tak is an academician and trainer in the area of Digital Marketing and Soft Skills and Business Communication. She is Associate Professor at ICFAI Business School (IBS) , Gurgaon. Dr. Nidhi has her research interest in the areas of Online Marketing, Corporate Social Responsibility, Service Management and Healthcare Management. She has to her credit various national & international publications in reputed journals and magazines. She has a business language certification from British English Council affiliated to Cambridge University, UK. She has been giving

training in the areas of soft skills and marketing skills to various middle and senior level managers in government and non-governmental organizations.

A total of **78** students registered for the webinar which was held via Zoom, the event started at **6pm** in the evening and went on till **8pm**.



Beginning with the most important yet overlooked aspect of interviews, Dr Nidhi ma'am explained to the students the 3 Aspects an interviewer looks for Focus, Clarity and Confidence. She elaborated each of these and emphasised on the importance of Paralanguage in an interview, modes of non-verbal communication, like via Gestures and Posture which reflects our Confidence.

She exclaimed over the fact that our selection is decided within few seconds of the interview based on how we enter the room and thus, guided us all with the tips and tricks of the trait by teaching us How to enter the room, To keep our backs straight whilst sitting, To maintain good eye contact and pleasant facial expressions and How never to keep anything on the table in front of us while giving an interview.

She left us with these golden guidelines and motivated us all to practise in front of a Mirror.

She further went on to explain to us How interviewers ask the Introductory questions to ease us out and that this forms the base of further questions.

Clearing our doubts, she went on to have a Mock Interview with one of the students as well and Ashish Sir hence described about the Management Programs available at IBS ICFAI BUSINESS SCHOOL.

