

## **Report of Certificate Course on Employability Skills Training**

The Department of Computer Applications at Mercy College organized a Certificate Course on *Employability Skills Training* in association with Mahindra Pride Classroom and Naandi Foundation from 24th November 2025 to 28th November 2025. The programme was specifically designed for final year BCA students with the objective of enhancing their career readiness and professional competencies. It was conducted as an intensive training programme of 36 hours, consisting of 18 sessions spread across 6 days. The sessions were led by Mr. Peter Paul Markose, Mahindra Trainer, who effectively combined theoretical inputs with practical activities to make the sessions engaging and impactful. The primary objectives of the programme were to help students overcome their fear of speaking in English, instill confidence, nurture socially responsible behavior, and improve their overall employability quotient. The training created a supportive learning environment where students were encouraged to actively participate, communicate, and express themselves without hesitation.

The course content was comprehensive and focused on equipping students with essential employability skills required in today's competitive job market. It covered key areas such as soft skills, communication skills, and life skills, along with practical training in resume preparation, interview techniques, and awareness of job opportunities. The sessions included activities like "I Am Unique" to promote self-awareness, Body Language and Professional Grooming to enhance personality, and English Language for Career to strengthen communication. Students were trained in the Art of Speaking, Professional Communication, and Group Discussion techniques, which are critical for recruitment processes. In addition, sessions on Goal Setting and Time Management, Professional Ethics, Critical Thinking, Digital Identity, Problem Solving, and Money Management contributed to the holistic development of the participants. Special emphasis was given to interview preparation through structured sessions and mock interviews, enabling students to gain real-time experience and confidence in facing recruitment panels. Assessment sessions and group presentations further helped in evaluating students' progress and improving their presentation skills.

The detailed syllabus of the programme was systematically organized into 18 sessions, each of two hours duration, ensuring a balanced mix of theoretical knowledge and practical exposure. The sessions included topics such as I Am Unique, Body Language and Professional Grooming, English – Language for Career, Art of Speaking, Goal Setting and Time Management, Job Opportunity awareness, Interview Preparation (Levels 1 and 2), Professional Communication, Acing a Group Discussion, Professional Ethics, Critical Thinking, Presenting a Project, Group Presentation, Digital Identity, Art of Speaking Assessment, Problem Solving, and Money Management. Each session was carefully designed to develop specific competencies such as life skills, soft skills, communication skills, interview skills, and presentation skills. The structured approach of the syllabus ensured gradual learning and skill enhancement, enabling students to build confidence step by step.

Overall, the Employability Skills Training programme proved to be highly effective and beneficial for the students. There was a noticeable improvement in their communication abilities, confidence levels, teamwork, and professional attitude. The practical exposure through mock interviews and interactive sessions helped students gain a clear understanding of industry expectations and recruitment processes. The programme successfully achieved its objectives and served as a valuable platform for preparing students to transition from academic

life to professional careers. The Department of Computer Applications expresses its sincere gratitude to Mahindra Pride Classroom, Naandi Foundation, and the resource person Mr. Peter Paul Markose for their support and contribution in making this initiative a grand success.