

FACE

Future Access Career Enhancement



FACE *time* – Session 1

BBA First Year 2016-17

Learning Outcomes

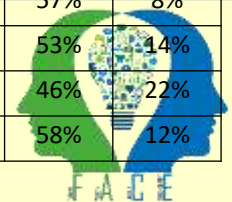
- Name Cards
- Introduction to FACE
- Feedback on the Survey
 - Overview of the target content
- Some basic guidelines
 - Attendance for continuity
 - Learning Diary for tracking achievement
- Career Building / Enhancement
- Introducing Introductions



The Survey

No	Statement
14	Goal setting
1	Business Communications - Listening & Speaking
13	Managing time
18	Decision making processes
21	Working in Teams
23	Leadership at work
17	Problem solving strategies
20	Creative thinking skills
4	Effective Email usage
25	Corporate etiquette
5	Telephone skills & etiquette
11	Motivation skills
9	Customer relationship management
28	Conducting and attending meetings
3	Powerful Presentations
8	Giving and receiving feedback
6	Interpersonal Relationships skills
22	Building and maintaining teams
10	Managing conflict at the workplace
27	Attending and conducting Interviews
19	Critical thinking skills
15	Becoming proactive
2	Business Communications - Reading & Writing
24	Managing change
26	Appropriate grooming and dressing
7	Understanding diversity (cultural, gender etc)
16	Anger management
12	Negotiation skills

V_IMP	IMP	N_IMP	V-IMP%	IMP%	N_IMP%
111	18	3	84%	14%	2%
107	24	1	81%	18%	1%
98	30	4	74%	23%	3%
96	34	2	73%	26%	2%
95	35	2	72%	27%	2%
86	43	3	65%	33%	2%
84	45	3	64%	34%	2%
83	45	4	63%	34%	3%
21	95	16	16%	72%	12%
41	86	5	31%	65%	4%
30	79	23	23%	60%	17%
76	53	3	58%	40%	2%
74	53	5	56%	40%	4%
72	56	4	55%	42%	3%
69	61	2	52%	46%	2%
68	57	7	52%	43%	5%
61	62	9	46%	47%	7%
59	67	6	45%	51%	5%
57	66	9	43%	50%	7%
56	70	6	42%	53%	5%
55	68	9	42%	52%	7%
55	63	14	42%	48%	11%
50	74	8	38%	56%	6%
49	71	12	37%	54%	9%
47	75	10	36%	57%	8%
43	70	19	33%	53%	14%
42	61	29	32%	46%	22%
40	76	16	30%	58%	12%



Comments and Queries

- What about entrepreneurship?
- Very confused as to how to manage my various learning activities
- Skills for connecting one business to another
- Learning how to learn, how to manage time
- Learn more about management, practical methods
- Problem solving without hurting the sentiments of heads, customers etc
- “You did so many things, were you never content? Did you go with the flow, or ...?”

Overview of Sessions

1. Introductions, plan of the programme
2. Goal Setting – tools and principles
3. Importance of Logos in companies
4. Business Communications Basics
5. Listening & Speaking Skills
6. Debate – techniques and tips
7. Use of body language
8. Mock Interviews
9. Powerful Presentation Skills
10. On Spot Presentation
11. Tools for Managing Time
12. Business Plans
13. Problem Solving Strategies
14. Management Quiz
15. Decision Making Skills
16. Management Exhibition





Quiz Question:

What is it a man does standing up,
a woman does sitting down
and a dog does on three legs?





Introductions

Simple rules for introducing yourself, and other people to each other

Introducing oneself



How? Who first?

1. Your friend Sheila to your parents
2. Your friend Ravi to your boss
3. Your sister Seema to a group of your friends
4. A person who walks into the room, to all
5. Your boss to your parents
6. Your girlfriend/boyfriend to your aunt
7. A client to your manager
8. A group of employees to a customer

<http://www.wikihow.com/Introduce-People>



Next Week



Goal Setting
Tools & Principles