



# ARMY INSTITUTE OF EDUCATION

Awarded 'A' Grade & Affiliated to Guru Gobind Singh Indraprastha University, New Delhi  
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## REPORT OF PERSONALITY DEVELOPMENT PROGRAMME 14 FEB- 23 FEB 2023

The Training and Placement Cell of Army Institute of Education, Greater Noida organised Personality Development Program, to help students develop the necessary skills and qualities to excel in their personal and professional lives. This program is tailored to address the needs of students at all levels of education and aims to provide them with the tools to build self-confidence, enhance communication skills, develop leadership qualities, and manage stress and anxiety.

The Personality Development Program will be led by a team of experienced trainers and industry experts who will guide participants through various interactive sessions and activities. The program will cover a wide range of topics including self-awareness, emotional intelligence, effective communication, e portfolio, resume writing, problem-solving skills, and goal setting. Participants will also have the opportunity to participate in mock interviews and group discussions to hone their skills and gain valuable feedback.

Dr. Abhilasha Gautam, Principal, Army Institute of Education welcomed all the resource persons before every session.

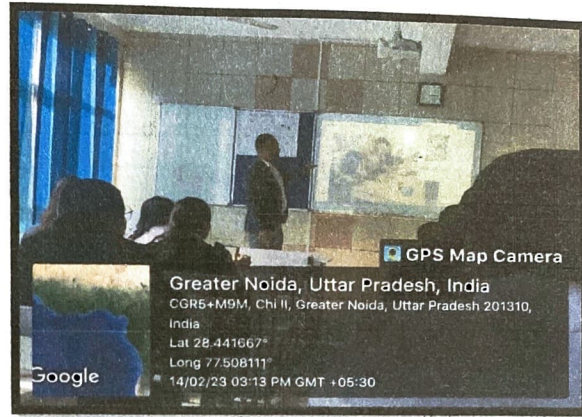
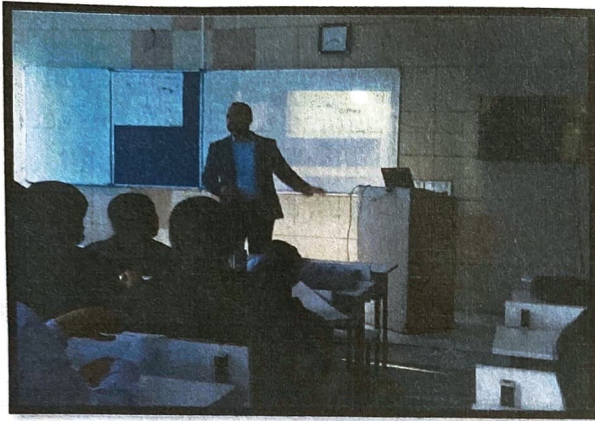
### WORKSHOP 1

#### ON PORTFOLIO WEBSITE DEVELOPMENT

Training and Placement Cell AIE organized, Personality Development Programme and the topic was on “ON PORTFOLIO WEBSITE DEVELOPMENT ” on 14 February 2023 from 9.30 am to 10.30 am by **MR.PARTH SHUKLA MCT**, Co-Founder 9ledge Pro . The workshop aimed to provide participants with practical knowledge and skills to create their own portfolio website, which is an essential tool for showcasing their work and skills to potential employers.

Mr. Parth Shukla started the workshop by providing an overview of portfolio websites and their significance in today's digital world. He explained how a well-designed portfolio website can serve as an effective marketing tool to showcase one's skills, work samples, and experience. The participants were given practical demonstrations and exercises on how to build a portfolio website from scratch. Mr. Parth Shukla shared step-by-step guidance on creating a professional-looking portfolio website, including setting up a domain, choosing a website builder, selecting appropriate templates. The workshop concluded with a session on how to deploy and host a portfolio website online. Mr. Parth Shukla provided guidance on selecting a hosting service, transferring the website to a live server, and managing domain settings.

The workshop was well-received by the participants, and they expressed their gratitude to Mr. Parth Shukla for sharing his expertise in web development. The workshop was a resounding success and provided valuable insights into the world of portfolio website development.



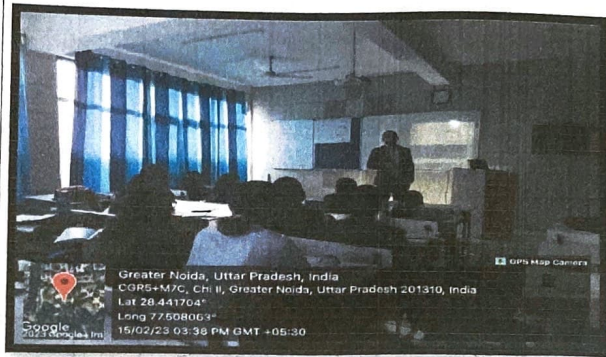
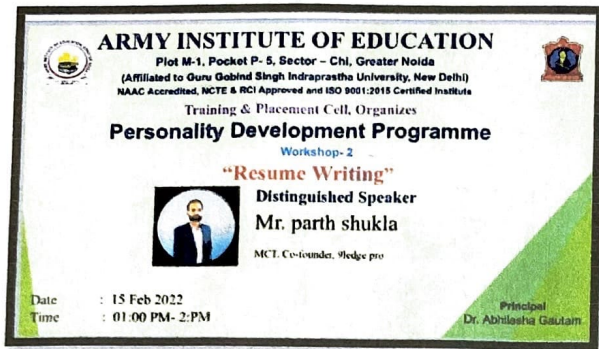
**Mr. Parth Shukla explained the skills of Portfolio Website Development**

## **WORKSHOP 2**

### **TRAINING & PLACEMENT CELL ORGANIZES PERSONALITY DEVELOPMENT PROGRAMME ON RESUME WRITING**

Second day of the workshop was taken by **MR.PARTH SHUKLA** MCT, Co-Founder 9ledge Pro on the topic “**RESUME WRITING** “.on 15 February 2023. The workshop aimed to provide participants with insights and practical tips on how to create an effective resume that stands out to potential employers. Mr.Parth Shukla covered the following topics during the workshop: Understanding the Importance of a Resume, Resume Components, Resume Formats , Resume Writing Techniques

The Resume Writing Workshop by Mr. Parth Shukla was a highly informative and engaging session that provided participants with valuable insights and practical tips on creating an effective resume. The workshop helped participants understand the importance of a well-crafted resume, the different components and formats of a resume, effective resume writing techniques, customization, and tailoring. Participants expressed their appreciation for Mr. Shukla's expertise and guidance, which will undoubtedly enhance their job search and career prospects. The workshop was a resounding success, and the participants left with a better understanding of how to create a standout resume.



## Mr. Parth Shukla shared the Basics of Resume Writing

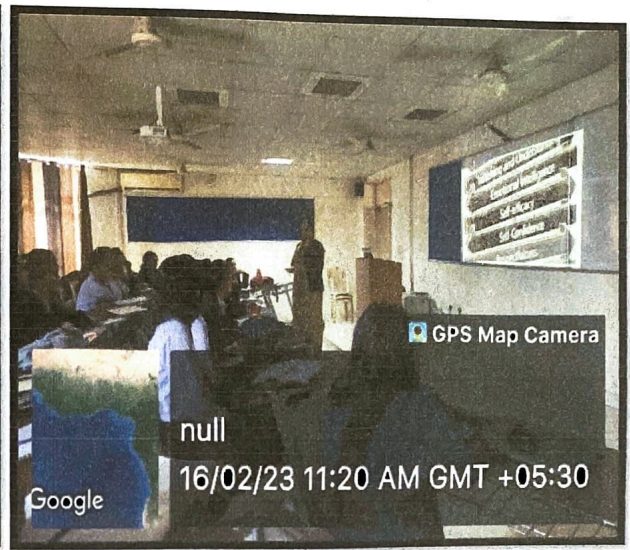
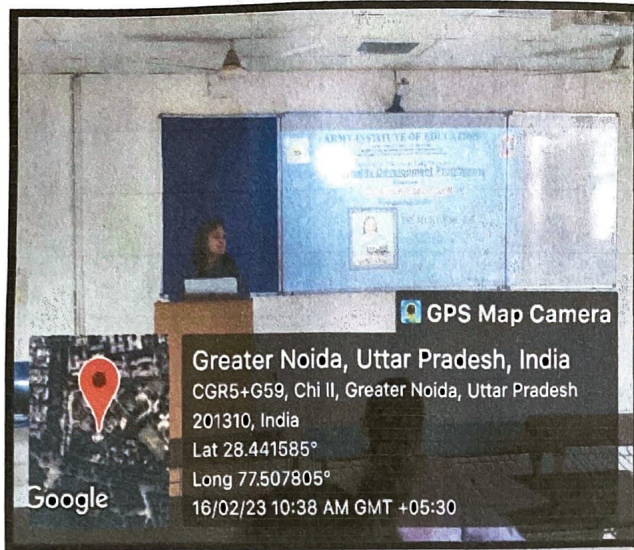
### WORKSHOP 3 ON COMMUNICATION SKILL

Training and Placement Cell AIE organized, Personality Development Programm On February 16, 2023, a workshop on **COMMUNICATION SKILL** was conducted by Dr. Mukta Misra, the esteemed Chairperson of American International School, Greater Noida. The workshop was aimed at enhancing communication skills among the participants and equipping them with effective communication techniques for personal and professional success.

The sessions covered various aspects of communication skills, including verbal and non-verbal communication, active listening, body language, and effective speaking techniques. The participants actively participated in group activities, role-plays, and discussions to practice and enhance their communication skills.

The workshop concluded with an engaging Q&A session where participants had the opportunity to ask questions and seek clarifications on various communication topics. Dr. Mukta Misra provided valuable insights and suggestions, addressing the queries of the participants.

The Communication Skills Workshop conducted by Dr. Mukta Misra was a resounding success. The participants gained valuable insights and practical techniques to improve their communication skills. The workshop was highly informative, engaging, and interactive, providing a conducive learning environment for all participants. The workshop ended with a vote of thanks to Dr. Mukta Misra for her invaluable guidance and expertise in conducting the workshop.



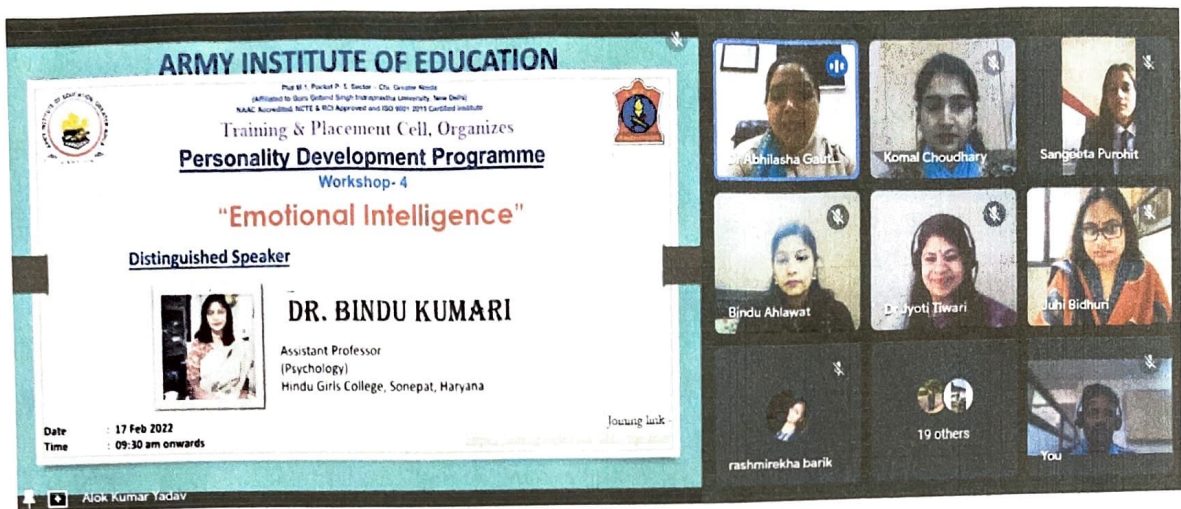
**Dr. Mukta Mishra Shared the Importance of Communication Skill**

#### **WORKSHOP 4**

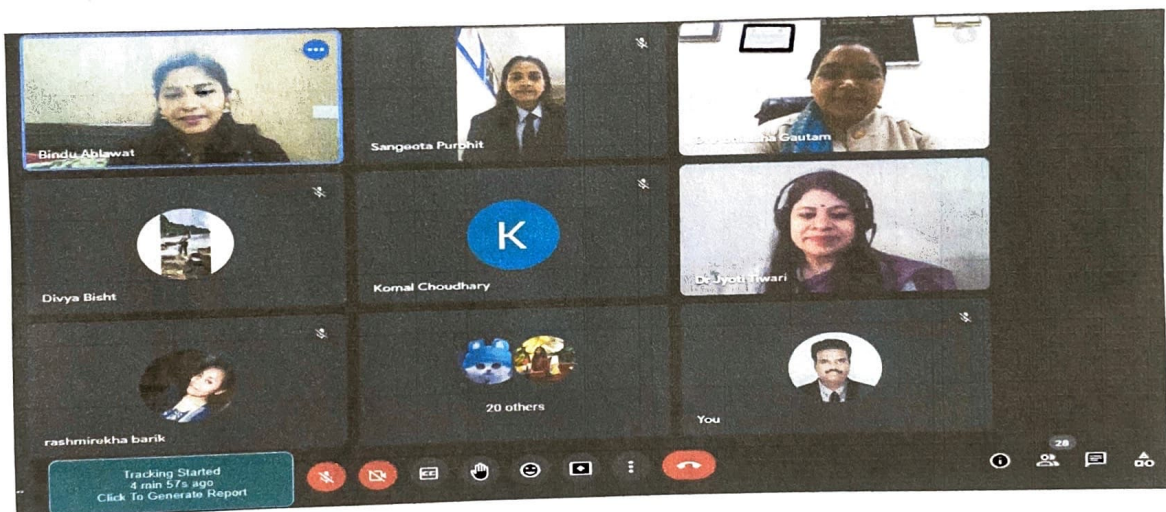
### **TRAINING & PLACEMENT CELL ORGANIZES PERSONALITY DEVELOPMENT PROGRAMME ON EMOTIONAL INTELLIGENCE**

Training and Placement Cell AIE organized , Personality Development Programme and the topic was on “**Emotional Intelligence**” on 17 February 2023 from 9.30 am to 10.30 am by Dr Bindu Kumari Assistant Professor ( Psychology) Hindu Girls College , Sonapat, Haryana . This workshop's objective was to discuss the significance of Emotional Intelligence for teachers. The information shared by our renowned speaker had such an impact that it made a positive impression on every participant in the workshop.

She started by explaining the definition and significance of emotional intelligence, or EI, which is the capacity to comprehend, regulate, and control one's own emotions as well as those of others. When researchers started looking into how emotions affect both personal and professional performance in the 1990s, the idea of emotional intelligence (EI) became more widely accepted. She used an example from the classroom to briefly explain the terms intrapersonal and interpersonal emotion. She further elaborated on handling emotional situations in the classroom. She gave a brief idea about the several models of EI, generally include four core components: self-awareness, self-management, social awareness, and relationship management. All participants found the training to be more educational and beneficial.



**Dr. Bindu Kumari Addressed the Students in Online Mode on the Topic Emotional Intelligence**



**Dr. Bindu Kumari Addressed the Students in Online Mode on the Topic Emotional Intelligence**

## WORKSHOP 5

### TRAINING & PLACEMENT CELL ORGANIZES PERSONALITY DEVELOPMENT PROGRAMME ON “EMAIL ETIQUETTES FOR JOB APPLICANTS”

Fifth workshop was taken by Mr. Rajeev Jain Director –Agile Coach, Author, NASSCOM Certified Master Trainer on the topic “Email Etiquettes for Job Applicants” on 18<sup>th</sup> February 2023. He opened by presenting a sample covering letter for a job application for the teacher, and then he went over step-by-step instructions for composing the letter. He also explained the email etiquette is essential when applying for a job by using a professional email address, clear and concise subject line, appropriate salutation, proper language and grammar, keeping the email brief and to the point, and expressing gratitude and professionalism that can increase your chances of getting the job. He also addressed the students' questions, such as what is the

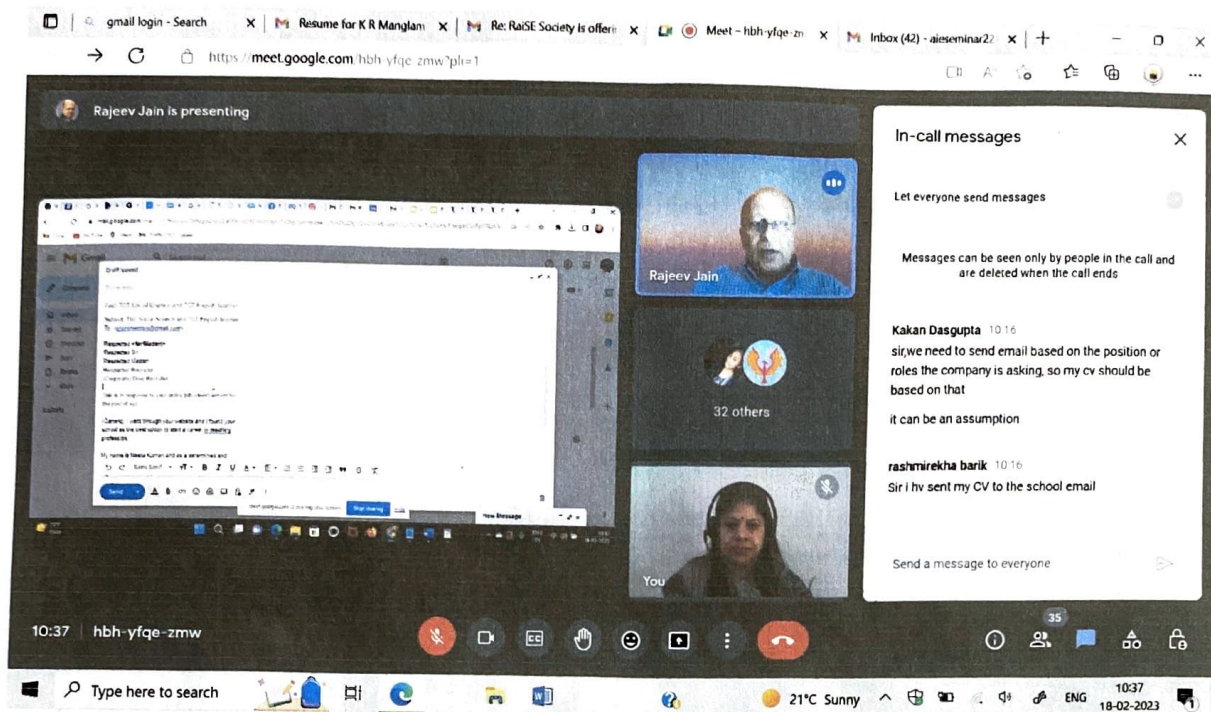
format of the formal covering letter and what qualifications and skills should be provided on a job application.

The workshop on "Email Etiquettes for Job Applicants" conducted by Mr. Rajeev Jain was highly informative and provided valuable insights on the importance of professional email communication during the job application process. The participants gained knowledge on various aspects of email etiquette, including the significance of a clear subject line, formal tone and language, grammar and spelling, relevant information, formatting, and timely communication. The workshop was well-received by the participants, who found it highly beneficial for enhancing their email communication skills for job applications. The workshop concluded with a vote of thanks to Mr. Rajeev Jain for her valuable guidance and insights.



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**Mr. Rajeev Jain Addressed the AIE Students in Online Mode on the topic E Mail Etiquettes**

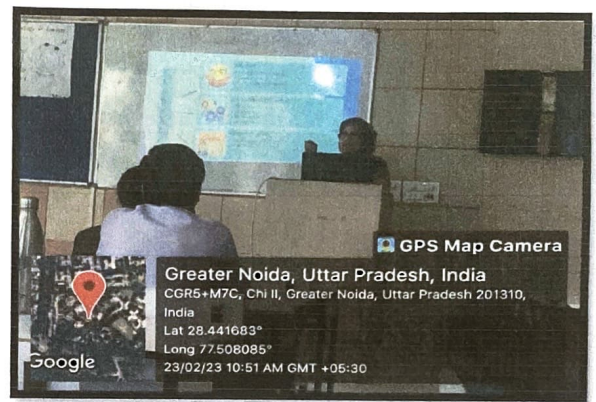
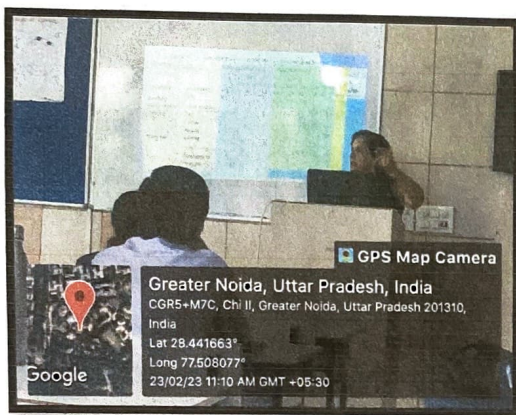
## **WORKSHOP 6**

### **TRAINING & PLACEMENT CELL ORGANIZES PERSONALITY DEVELOPMENT PROGRAMME ON "ASSESSMENT AND EVALUATION - THE NEED FOR RUBRICS"**

On February 23, 2023, a workshop on "Assessment and Evaluation - The Need for Rubrics" was conducted by Mrs Anita Sharma, Council Member of the Literary Arts Council at the Women's Indian Chamber of Commerce and Industry (WICCI). The workshop aimed to highlight the importance of rubrics in the assessment and evaluation process and provide participants with practical insights on how to create effective rubrics for various domains.

The workshop began with Mrs. Anita Sharma emphasizing the significance of rubrics in the assessment and evaluation process. She highlighted that rubrics are structured tools that provide clear guidelines for assessing and evaluating performances, assignments, or projects. They help in setting expectations, providing constructive feedback, and ensuring consistency in the evaluation process.

The workshop on "Assessment and Evaluation - The Need for Rubrics" was a valuable learning experience for the participants. Mrs. Anita Sharma's insights and practical tips on designing effective rubrics for assessments were well-received. The participants gained a deeper understanding of the benefits of using rubrics and learned how to create rubrics that align with learning objectives and ensure consistency and transparency in the assessment process. The workshop concluded with a Q&A session, where Mrs. Sharma addressed the queries of the participants and provided further guidance on implementing rubrics in their respective domains.

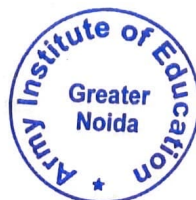


**Ms. Anita Sharma addressed the students on the Topic "Assessment and Evaluation - The Need for Rubrics"**

Learning outcomes: The personality development program, participants will have acquired practical skills and knowledge in portfolio website development, resume writing, communication skills, emotional intelligence, email etiquettes for job applicants, and the use of rubrics for assessment and evaluation. These learning outcomes will enable participants to enhance their employability, present themselves professionally, and effectively navigate the job market.

All the students of BEd Batch 2021-23 along with faculty members have been participated in this Alumni Talk series.

Dr. Jyoti Tiwari, convener TPC has conveyed vote of thanks to all the resource persons for their valuable time and precious inputs on the topic after every session.



*Abhilasha Gautam*

**Dr. Abhilasha Gautam**  
Principal  
Army Institute of Education  
Greater Noida