

Activity Report



School/ Institute	DR D Y PATIL SCHOOL OF MANAGEMENT (DYPSOM)
Activity Name – Corporate Executive Series Event	Activity 3 - Session on Enhancing the Interview Skills of the Students.
Total no of Students	30
Total no of teaching staff	12
Total no. of non-teaching staff	2
New joining during the month	00
Staff leaving during the month	00
Any Incidents/ Mishaps/ lapses during the month with root cause analysis and preventive action/ corrective action details	-



Activity 3:

Session on Enhancing the Interview Skills of the Students.

Date of Activity - 16th July 2021

Brief particulars: -

The speaker of the event was Mr Prasad Munje CHRO, Head of HR.

He guided the students with the interview techniques. The following are the takeaways in regards to online interview-

1. One needs to speak clearly looking directly into the camera akin to making eye contact.
2. The student should refer to the resume while taking.
3. It is essential to understand the question before replying.
4. Paying undivided attention till the interview concludes is very essential.

The speaker also mentioned about the steps for preparing for the Online Office Meetings. The following points are noted-

1. It is very essential to send email and get confirmation about the date and time. Also, it's of utmost importance to spell out the agenda.



Activity Report

2. It's very much needed that the attendees be given enough notice for preparation of the data.
3. Having meetings during lunch times, tea breaks and after office hours should be avoided.
4. One should rehearse the agenda and keep relevant data handy.
5. It's equally important to select the perfect attire according to the meeting type.
6. The house members should be adequately informed regarding the online meeting.