



ICAR – NAHEP – TNAU – IDP – IQAC

Directorate of Planning and Monitoring
&
Directorate of Agribusiness Development

**School of Finishing and Grooming
&
Virtual Course on English Communication Skills**

Tamil Nadu Agricultural University
Coimbatore

About the school

Finishing School is a newly emerging phenomena to nurture the life skills for the generation x,y and z.“It shapes the entireness of the personality. It is the need of the contemporary competitive world. Everything from raw rises to its sublime and become palatable through Final Finishing Touch. Evolves internal and external traits of an individual’s current skill sets manifested spontaneously. It plays a crucial role to disseminate the latest technological advancements and opening of economies in the last decade, finishing school seems to play a crucial role.

The component of human interaction and quality decision-making the relevance of establishing finishing school. Finishing School aims at developing extra academic skill to empowering the skill eco-system, by affixing the 4Es namely Education, Employment, Entrepreneurship and Empowerment, through Skills Development and enhancement.

Components of the School

- It is indispensable for the academics,
- Pragmatic approach to students

Level 1

Learners confront diversified customer dealing At the first level, student undergoes a counseling session where a rapport building is done

Level 2

Tip to toe grooming. Grooming session comprises of their casual, professional and many more styles, body care and much more.

Level 3

Body language which includes comprehending the body postures / gestures and what to adapt or what to avoid .Results for the pessimistic or optimistic aspect.

Students are imparted information about the utility of English language with the simple usage of words and sentences, etiquette which has formal and informal ways, manners as dining, social, business, and telephonic and email.

This propels him for confidence building, decision making, time management, all under interpersonal skills. Student inculcates Life Management Skills which tells him about different aspects of life, like complementing others, patience, nurturing relationships, creative thinking. Structured training, to produce the competent manpower needed for industrialization.

The vision ahead and the shift of Global Economy demands the Finishing School or Grooming School introduced to deliver the soft and modular skills major contributor of Global GDP.

Big Picture



Do

Your students struggle with communicating effectively?

Do

Do you believe the majority of your students lack real world job skills?



Are

Are your students unable to convert high impact opportunities like job placements?





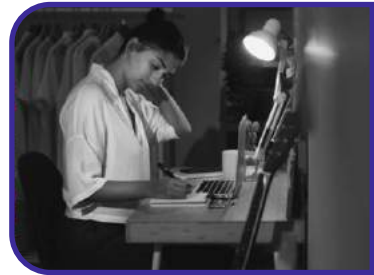
70%

Of students who land a job in their campus placements quit their jobs within the first year because of a misfit

9%

Of graduates in India are unemployable

- ASSOCHAM Study Reports



5 Years

Is the half-life of any technical skill today

-World Economic Forum article



FUTUREPROOF YOUR STUDENTS WITH SKILLS THAT REALLY MATTER

Offering

5

HABITS

Students

25

• SKILLS

Departments

100+

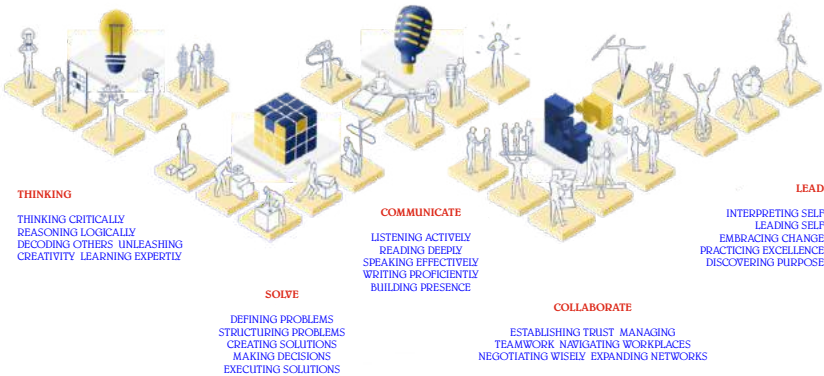
BEHAVIORS

Universities

to grow and transform

Habits + Skills

Each Habit has 5 Workplace Skills. Our 25 Courses help hone these Skills



Student Excellence Program

OBJECTIVES



- To enable ambitious young students to become agile, complex problem solvers and lead through influence
- To build self-awareness in students and help them discover their strengths and areas of development
- To inspire confidence to lead through uncertainty by assessing and evaluating risks
- To help students develop multiple perspectives by working with people across disciplines
- To nudge students out of their comfort zones and cultivate a growth mindset
- To hone the cognitive and communication skills of students
- To help students identify their voice of reason and build presence in diverse situations
- To use practice, reflection and feedback as tools to amplify the intellectual curiosity of the students

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- Deploy problem solving techniques to approach complex situations in a structured manner
- Immerse yourself in unfamiliar environments and to learn from them in a first-person way
- Apply rapid prototyping to create early versions of innovations,
- Create, engage and nurture purposeful business or social change networks
- Form a logical and well-structured approach to express themselves
- Develop the big picture thinking
- Gain Shared purpose and vision
- Strong peer-learning with people across different Disciplines
- Read content deeply, analyze and integrate into their own thinking and writing
- Be able to write for and speak to varied audiences and purposes

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KEY PROGRAM ELEMENTS

01

ORIENTATION MASTERCLASS

Session by an industry leader to inspire students to start down a path of becoming future change makers

02

LIVE ACTION PROJECT

Solve a 'real' problem in groups as a part of Live Action Project using all the concepts that are learnt. Live Action Projects are integrated with academic curriculum

03

MENTORING SUPPORT

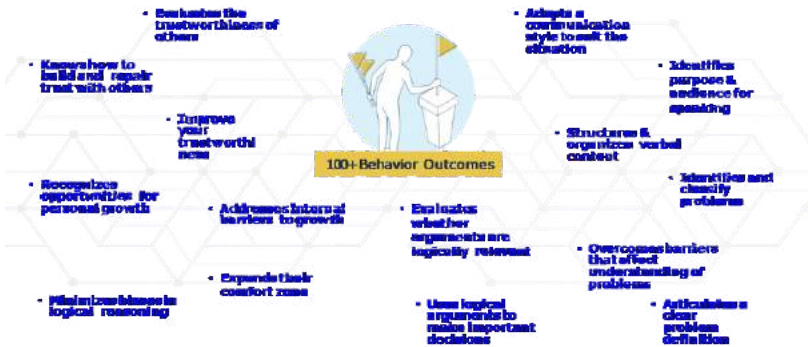
Dedicated program manager and teaching Assistants to mentor students and facilitate application of learning

04

EXPERT LED WORKSHOPS

In person sessions with industry experts who have overcome leadership challenges in their respective domains

Habits+ Skills + Behaviors



GOOD Habits

Make

Great Talent

Behavioral outcomes due to grooming

Habit	Course	CLOs (Course Learning Outcomes)	Condensed form	BLOs
Lead	Interpreting Self	Develop self-awareness to understand your strengths and limitations	Cultivate Self-awareness	Seeks feedback to improve self-awareness
			Identify Strengths	Identifies key strengths and development areas
			Pursue Goals	Sets professional goals and tracks progress
	Leading Self	Take charge of your personal growth and development	Take Ownership	Takes responsibility for personal growth
			Seek opportunities	Seeks out new opportunities for growth and learning
			Identify Gaps	Recognizes and deliberately focuses on areas of personal growth
	Discovering Purpose	Find meaning in your work and give it your best	Find Fulfillment	Invests in finding meaning in life and work
			Improve Engagement	Fosters involvement and productivity at every stage in every role

			Plan Ahead	Focuses on activities that help fulfill long term goals
	Embracing Change	Tackle and overcome challenges and disruptions	Overcome Obstacles	Takes constructive actions to overcome challenges
			Reframe Setbacks	Reframes setbacks and failures as learning opportunities
			Embrace Uncertainty	Steps out of comfort zone to embrace uncertainty
	Practicing Excellence	Stand out for consistently delivering beyond expectations	Exceed Expectations	Delivers more than is expected each time
			Be Productive	Demonstrates high standards of professionalism at work
			Work Ethically	Acts with fairness and respect for others at all times
			Seek Information	Digs deep to understand core problem

Habit	Course	CLOs (Course Learning Outcomes)	Condensed form	BLOs
Solve	Defining Problems	Identify core problem and crux of issue to be resolved	Diagnose Problems	Avoids jumping to conclusions about possible causes or solutions
			Specify Metrics	Defines clear expectations from the solution to the problem
	Structuring Problems	Break down problem into its key drivers and sub-issues	Explore Causes	Explores all possible causes of the problem exhaustively
			Simplify Problems	Breaks problems into simpler sub-issues in logical manner
			Prioritize Analysis	Prioritizes issues for further examination and detailed analyses
	Creating Solutions	Analyze, develop and recommend practical and complete solutions	Find Root Causes	Zeroes in on the major causes and possible solutions
			Analyze Problems	Uses data, evidence and reasoning to develop solutions
			Explore Perspectives	Keeps an open mind while evaluating multiple possible solutions
	Making Decisions	Develop keen judgment	Leverage Perspectives	Seeks and studies all options

		with sound decision-making		before making decisions	
			Consider Implications	Makes decisions after evaluating all possible implications	
			Avoid Biases	Factors in misconceptions and prejudices while making decisions	
	Executing Solutions	Master executing well: exceeding expectations, despite challenges		Delegate Deliverables	Delegates and communicates objectives and responsibilities clearly, to avoid confusion
				Monitor Progress	Tracks work progress proactively and regularly to meet deadlines
				Navigate Crises	Solves for risks and challenges that may arise during a project

Habit	Course	CLOs (Course Learning Outcomes)	Condensed form	BLOs
Think	Thinking Critically	Develop questioning mind, openness to diverse perspectives	Consider Perspectives	Engages with multidisciplinary and opposing views and arguments
			Present Information	Offers evidence and counter-arguments when evaluating ideas
			Be Critical	Challenges ideas and actions constructively
	Reasoning Logically	Think deliberately with clarity and sound rationale	Collect Information	Gathers evidence and data from diverse sources
			Be Analytical	Thinks through and analyzes issues systematically
			Be Unbiased	Ensures unbiased approach while thinking through issues
	Decoding Others	Develop intelligence to read and understand people	Be Sensitive	Avoids making snap judgments based on first impressions
			Listen Empathetically	Pays attention to verbal and non-verbal cues
			Build Flexibility	Adapts own behavior to context and situation

	Unleashing Creativity	Bring out of the box ideas and fuel innovation	Develop Varied Approaches	Attempts to find a creative solution using multiple approaches
			Overcome Creative Barriers	Overcomes inevitable barriers to creative thinking process
			Cultivate Creativity	Appropriates existing ideas to develop novel solutions in new contexts
	Learning Expertly	Adopt agile and life-long learning mindset	Exhibit Agility	Bounces back from work-related setbacks with agility
			Embrace Flexibility	Shows flexibility and adapts to new, unfamiliar situations
			Transfer Learning	Takes on challenges and applies new learnings effectively

Habit	Course	CLOs (Course Learning Outcomes)	Condensed form	BLOs
Collaborate	Establishing Trust	Build and foster strong trust-based relationships	Build Trust	Cultivates trust actively proactively and deliberately
			Maintain Trust	Manages difficult and awkward situations with empathy
			Repair Relationships	Accepts mistakes and works hard to <u>mend ties</u>
	Managing Teamwork	Become effective and sought-after team player	Harness Skills	Achieves goals by leveraging team strengths
			Resolve Differences	Encourages honest discussion of differences between teammates
			Encourage Feedback	Gives and receives feedback to calibrate performance against expectations
	Negotiating Wisely	Drive win-win outcomes despite competing priorities	Build Credibility	Determines and anticipates interests of all stakeholders
			Be Compelling	Builds strong case to negotiate persuasively
			Build Allies	Looks for win-win outcomes in negotiations
	Navigating	Adapt to power, politics	Decode Culture	Adapts style to workplace culture and

	Workplaces	and conflict at work		business needs
			Value Differences	Leverages differing viewpoints to enhance quality of own ideas
			Manage Conflict	Deals constructively and productively with conflicts arising from workplace dynamics
	Expanding Networks	Build valuable and enduring professional relationships	Build Relationships	Builds constructive relationships with range of professionals
			Sustain Networks	Maintains rapport and sustains networks through constant give and take
			Utilize Networks	Leverages connections to accomplish professional goals

Habit	Course	CLOs (Course Learning Outcomes)	Condensed form	BLOs
Communicate	Listening Actively	Understand others' views through deliberate and empathetic listening	Listen Intentionally	Makes everyone feel heard and acknowledged
			Respond Appropriately	Tailors response to others' needs and emotions
			Ask Questions	Asks relevant and probing questions to gain insight
	Reading Deeply	Read content, people and situations deeper, faster and smarter	Build Perspective	Applies multiple approaches to read different kinds of texts and situations
			Improve Comprehension	Reads and comprehends with speed and consistency
			Deepen Understanding	Understands big picture without missing out on details
	Speaking Effectively	Deliver appropriate, clear and impactful verbal communication	Customize Messages	Uses mix of methods to convince listeners
			Speak Concisely	Presents ideas clearly, precisely and concisely
			Exhibit Confidence	Uses non-verbal cues to convey messages with confidence

	Writing Proficiently	Create well-crafted documents that effect action and change	Be Credible	Uses valid evidence and sources to convince readers
			Structure Messages	Conveys messages using appropriate structures and formats
			Summarize Arguments	Synthesizes ideas clearly to emphasize key points
	Building Presence	Make strong and inspiring personal impact in every interaction	Be Responsive	Reacts to others sensitively and with an open mind
			Be Persuasive	Persuades compellingly and leaves a positive personal impression
			Express Vision	Articulates inspiring and clear vision for future

Utility

- Empowering and unleashing the real potential that lies within us
- Tailor made courses step by step channelize your energy towards achieving your goals.
- 'Finishing Touch' equip them with competencies
- Become highly motivated, impatient, optimistic.
- Finishing School conducts various programs, activities, researches and workshops for entrepreneurs, teachers, youth, counselors, educators, and corporate to cohesively increase education development and skills ecosystem.

Outcome

Feel extra confident about themselves

- Well-groomed people feel extra confident about themselves and fully realize their potential and abilities.
- Confidence is the key to success

Radiate a sense of self-esteem

- Able to reflect clearly that you completely believe in your abilities.
- Make impressions quickly.
- Careers are really unforgiving.
- There are so many occasions where you get only a single chance.

- And at times, those are half-chances only. You don't get a second chance to make up in case you make mistakes.
- Making impressions is very important in business. Appearance is regularly used as the first filter.

Augment their physical attractiveness

With their better physical appearance, well-groomed ones men are more likely to make better impressions and be held in high

More likely to draw positive attention

- Well-groomed candidates are more likely to create lasting impressions and communicate their ideas better, by drawing and keeping positive attention from others.

Trusted to best represent themselves as well as the organization

- Success comes in all kinds of shapes and styles.

Exhibit better personal hygiene and care

- They demonstrate good care of themselves.
- Well-groomed are adored by co-workers and bosses alike.

Look and appear more mature

- Dressing well and keeping yourself up to date with

the latest trends is doubly advantageous you don't look either extremely young or extremely old, but have a healthy balance of maturity.

- Right mix of youthful vigor and seasoned wisdom, well-dressed men are valued highly in an association.

Stand out in the crowd

- Well-groomed men make a solid personal statement and announce themselves loudly at the podium.

Scope in career building

- This sort of finishing concept will create new vistas of life .Good manners will open the door that best education cannot.
- Become business communication expert
- own smart work life balance
- Personality enrichment
- Develop leadership skills
- Become good event manager
- Become cross cultural sensitive expert
- Develop social grace and etiquette
- Fine Dining Etiquette
- Become relationship manager
- Social network manager

Benefits

Keeps You Up-to-Date

- It is inevitable for a person to keep track of new trends and technologies.

Develops Natural Abilities

- Lifelong learning allows you to explore a variety of different abilities.

Long Term Employment

- To continuously educate yourself with the latest information throughout your career.

Establishes Relationships

- To meet new people, create relationships and encourage friendships.

Helps to Achieve a Sense of Fulfillment

- Lifelong learning helps you to enable a sense of fulfillment.

Makes You Productive

Learning not only makes you competitive but, also makes you happier.

- Enhances your Personality
- Makes you Stand out from Competitors
- Good dressing expresses professionalism.

