GNIOT
Group of Institutions
Since 2001

GNIOT
ENGG. INSTITUTE

5.1.2 Following Capacity development and skills enhancement initiatives are undertaken by the institution

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/ Computing Skills

Soft Skills (2020-21)

Greater Noida Institute of Technology (Engg. Institute)

Plot No. 7, Knowledge Park II, Greater Noida
Uttar Pradesh 201310 India

CIRCULAR

Dear Parents/Guardians/Students,

We are pleased to inform you that the Corporate Skill Development Centre (CSDC) department is organizing a one-day workshop on **13.03.2021** for **IT 3rd Yr 6th Sem.** The title of the workshop is **"Power Dressing & Grooming".**

The objective of this workshop is to enhance the position and authority of an individual in his/her workplace and helps to build one's personal brand.

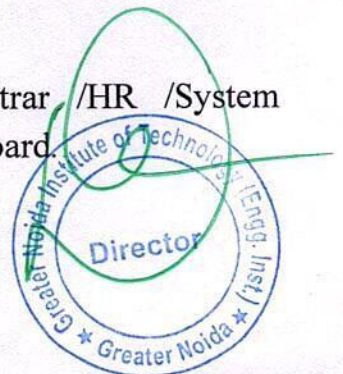All are required to attend the workshop.

Signature
(Amit Kumar, HOD, CSDC)

1. **Copy to:**
Director / Director (QARM) /Deans /HODs /Registrar /HR /System Administrator /Admin/ ERP officer /Librarian / Notice Board

13 March 2021

CSDC Workshop on
Power Dressing & Grooming
Academic Year 2020-2021

Branch IT, 3r^d Year, 6th Semester

Attendance Sheet

S.No.	Roll No	Name	Signature of Student
1	1713213038	HARSHIT SHRIVASTAVA	Harshit
2	1713213019	AMAN KUMAR	Aman
3	1813213029	AYUSH RAJ	Alay
4	1813213105	YASHRAJ MATHUR	Xashrag
5	1813213056	MOHTASHIM KAMRAN	(A)
6	1813213026	ASIF ALI	Asif
7	1813213027	AVAS KUMAR GUPTA	(A)
8	1813213102	VISHAL SINGHAL	(A)
9	1813213049	MANSI GUPTA	MGupta
10	1813213017	AMAN KUMAR	A
11	1813213040	JATIN CHAUHAN	Jatin
12	1813213075	SANYAM JAIN	
13	1813213108	YUVRAJ SINGH	
14	1813213051	MD GHULAM SARWAR	(A)
15	1813213097	VARUN RANA	VRana
16	1813213059	NITIN CHAUDHARY	(A)
17	1813213020	AMIT KUMAR SINHA	Amit
18	1813213003	AAKASH GOSWAMI	
19	1813213019	AMIT KUMAR	(A)
20	1813213077	SARTHAK	Sarthak
21	1813213079	SAURABH SHARMA	
22	1813213043	KM VARSHA VERMA	V
23	1813213057	NAMRATA SINGH	Nam
24	1813213078	SATYANSHU GUPTA	
25	1813213067	ROBIN MALIK	R.Molin
26	1813213032	DEV VRAT MODI	Dev

27	1813213084	SHIVANSH NEGI	Shivansh
28	1813213008	ABHISHEK CHAUHAN	
29	1813213092	SUSHIL SHARMA	
30	1813213011	ADARSH KUMAR SINGH	Adarsh
31	1813213033	DHRUV SINGH	
32	1813213018	AMBER SHAH	
33	1813213028	AVINASH KUMAR	Avinash
34	1813213107	YOGESH CHANDRA	(A)
35	1813213035	HARIGOVIND H	(A)
36	1813213063	PRASHANT SINGH MAURYA	(A)
37	1813213041	JATIN KUMAR	Jatin
38	1813213013	AKHILESH KUMAR JAIN	(A)
39	1813213068	ROHIT VERMA	
40	1813213037	ITI KAUSHIK	I kaushik
41	1813213053	MOHAMMUD BASSAM SALIM	
42	1813213069	SACHIN PATHAK	Sachin
43	1813213064	PRATYUSH KUMAR CHOUBEY	
44	1813213073	SANCHIT VERMA	
45	1813213062	PRASEN BISWAS	(A)
46	1813213034	GULSHAN GUPTA	Gupta
47	1813213089	SIMRAN SHARMA	(A)
48	1813213039	JALKANT	Jalkant
49	1813213061	PIYUSH SAINI	
50	1901320139003	RAJ GUPTA	Raj
51	1901320139004	SAURABH SHRIVASTAV	(A)

Signature of Workshop Coordinator

Director
Greater Noida Institute of Technology (Engg. Inst.)
★ Greater Noida ★
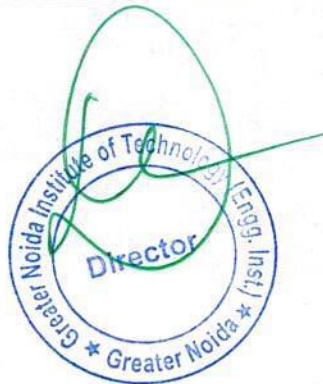
Signature of HOD- CSDC
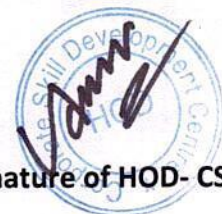
Date 13/3/21

ACADEMIC YEAR: **2020-21**

Summary Report: Workshop on Power Dressing & Grooming
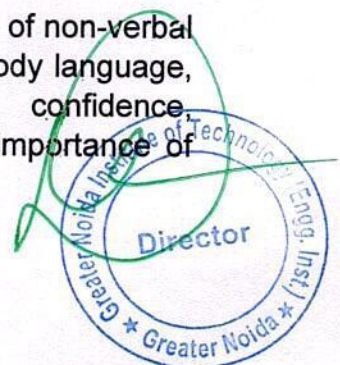
Branch **I T** Year **3rd** Sem **6th**

Number of Participants: **51** .   Date: **13-3-21**

Overview: The Power Dressing & Grooming Workshop was conducted at GNIOT. The primary objective of the workshop was to educate participants on the importance of personal appearance, professional grooming, and appropriate dressing to enhance their confidence, credibility, and impact in the workplace.

Key Topics Discussed:

1. Understanding Power Dressing: The workshop commenced with an introduction to power dressing, explaining its significance in establishing a professional image. Participants learned about the psychology of clothing, the impact of attire on self-perception and others' perceptions, and the role of personal style in power dressing.

2. Dressing for Different Work Environments: This session focused on dressing appropriately for different work environments, such as corporate, creative, and business casual settings. Participants gained insights into industry-specific dress codes, including formal attire, business suits, smart-casual ensembles, and the importance of adapting to the organizational culture.

3. Grooming and Personal Hygiene: The workshop emphasized the significance of grooming and personal hygiene in professional settings. Participants learned about grooming practices for hair, skincare, nails, and overall personal appearance. They gained knowledge of grooming essentials, etiquette, and the impact of good grooming on personal and professional relationships.

4. Building a Professional Wardrobe: This session provided participants with practical tips and guidelines for building a professional wardrobe. They learned how to create a versatile wardrobe with essential pieces, mix and match outfits, and make appropriate choices for various occasions. The facilitator also shared insights on colors, accessories, and style trends.

5. Non-Verbal Communication: The workshop emphasized the role of non-verbal communication in power dressing. Participants learned about body language, posture, gestures, and facial expressions that convey confidence, professionalism, and authority. They gained insights into the importance of maintaining eye contact, a firm handshake, and overall poise.

Activities and Exercises:
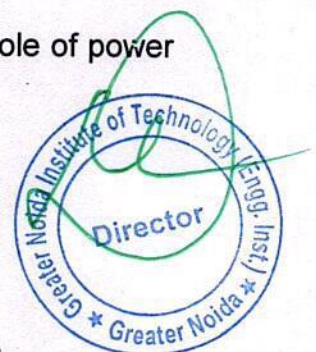
To enhance the participants' learning experience, the workshop incorporated several activities and exercises, including:

1. Wardrobe Analysis: Participants conducted a personal wardrobe analysis to assess their current attire and identify areas for improvement. They received feedback from the facilitator and fellow participants to make informed choices for building a professional wardrobe.

2. Dress Code Scenarios: Participants engaged in role-playing exercises to practice dressing appropriately for different work scenarios. They simulated situations in which they had to choose appropriate attire, considering factors such as industry norms, client meetings, and business events.

3. Grooming Demonstrations: The workshop included grooming demonstrations, where participants learned practical grooming techniques from the facilitator. They had the opportunity to ask questions, seek advice, and practice grooming skills under the guidance of the facilitator.

Key Outcomes:

The Power Dressing & Grooming Workshop resulted in several key outcomes for the participants, including:

1. Enhanced Professional Image: Participants gained a deeper understanding of the impact of personal appearance and grooming on their professional image. They learned how power dressing can influence perceptions, boost confidence, and establish credibility in the workplace.

2. Improved Dressing Skills: Participants acquired practical skills in dressing appropriately for different work environments and occasions. They learned how to select and coordinate outfits, accessorize effectively, and align their clothing choices with their personal style and organizational culture.

3. Confidence and Professional Presence: The workshop empowered participants to enhance their confidence, self-esteem, and professional presence through power dressing and grooming. They learned how non-verbal communication and a polished appearance can positively influence their interactions and career progression.

4. Networking and Personal Branding: Participants recognized the role of power dressing in personal branding

CIRCULAR

Dated: 15th May, 2021

Dear Parents/Guardians/Students,

We are pleased to inform you that the Corporate Skill Development Centre (CSDC) department is organizing a one-day workshop on **20.05.2021** for **CE 3rd Yr 6th Sem.** The title of the workshop is **"Time Management"**.

The objective of this workshop is to make the learners understand the optimum utilisation of time i.e. doing the right thing at the right time for faster achievement of one's goals.

All are required to attend the workshop.

Signature
(Amit Kumar, HOD, CSDC)

1. **Copy to:**
   Director / Director (QARM) /Deans /HODs /Registrar /HR /System Administrator /Admin/ ERP officer /Librarian / Notice Board.
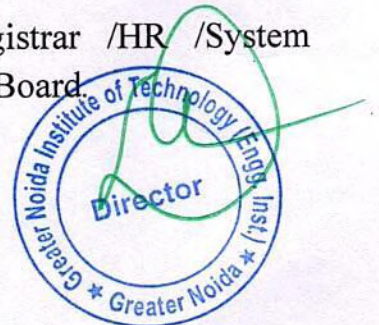
CSDC Workshop on

Time Management

Academic Year 2020-2021
Branch CE, 3r^d Year, 6th Semester

Attendance Sheet

S.No.	Roll No	Name	Signature of Student
1	Roll No	Name	
2	1713200018	ATUL BODUNG	Atul
3	1713200022	BHAVESH KUMAR	(A)
4	1713200033	KARAN DUBEY	(A)
5	1813200041	VISWAJEET MISHRA	Vihu
6	1813200002	ADITYA SINHA	ADitya
7	1813200037	SURYA PRATAP SINGH	A
8	1813200010	HIMESH PAREEK	(P)
9	1813200014	MD AASHIQUE	(A)
10	1813200036	SUMIT SAURABH	Suhit
11	1813200026	SANDEEP KUMAR PATEL	(A)
12	1813200005	ASHISH GOYANKA	(A)
13	1813200019	PARWEZ ALAM	Alam
14	1813200016	MD.ZEESHAN	(A)
15	1813200015	MD.SHAREEB	Shareeb
16	1813200033	SHRISTI SINGH YADAV	Shm
17	1813200034	SOURABH SINGH	(A)
18	1813200008	GOURAV KUMAR UPADHYAY	(A)
19	1813200003	ALIYAS ALI	(A)
20	1813200038	SURYAKANT CHOUBEY	Surya
21	1813200006	ATUL SAXENA	atul
22	1813200007	FAIZAN AHMAD	(A)
23	1813200017	NAVNEET VINOD TIWARI	Nw
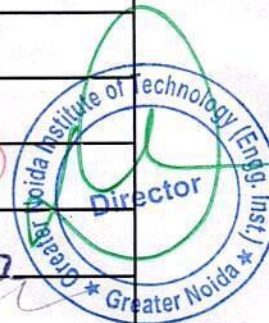
24	1813200028	SAYEED ANWAR	A
25	1813200023	SACHIN YADAV	Sarchit
26	1813200022	RAJ GOSWAMI	A
27	1813200021	RAGHVENDRA SINGH	Rawa
28	1813200027	SANDEEP YADAV	Sandeep
29	1813200004	AMIT JAISWAL	amy
30	1813200012	KAUSHIK JHA	A
31	1813200020	PRADEEP VERMA	Rawdeep
32	1813200009	HARSHRAJ SINGH	A
33	1813200031	SHIVAM KUMAR JAISWAL	Shum
34	1813200001	ABDUL RAHMAN	Abdul
35	1813200035	SRIJAN SAROJ	A
36	1813200030	SHANKAR PRAKASH	Shanno
37	1813200025	SAHAJ SHANDILYA	Sahaj
38	1813200024	SAGAR KUMAR MALAKAR	A
39	1813200013	MOHAMMAD AFTAB KHAN	A
40	1901320009008	SHUBHAM KUMAR SINGH	ShubBham
41	1901320009005	KAUSHAR IMAM	A
42	1901320009003	AMIT PASWAN	Amit
43	1901320009001	ABHINAV KUMAR SINHA	aum
44	1901320009002	AMIT KUMAR	A
45	1901320009007	RANJEET KUSHVAHA	Ranjeet
46	1901320009004	ARIF RAZA	A

Signature of Workshop Coordinator

20/5/21

Signature of HOD- CSDC

Summary Report: Workshop on Time Management

Branch CE Year 3rd Sem 6th Sem

**Number of Participants:** 46 . Date: 20/5/21

Overview: The Time Management Workshop was held] at GNIOT. The primary objective of the workshop was to provide participants with practical strategies and tools to effectively manage their time, increase productivity, and reduce stress. The workshop attracted [Insert Number] participants from various professional backgrounds who sought to optimize their time management skills.

Key Topics Discussed:

1. Understanding Time Management: The workshop began with an introduction to the concept of time management and its importance in personal and professional life. Participants learned about the benefits of effective time management, including increased productivity, improved work-life balance, and reduced stress.

2. Goal Setting and Prioritization: This session focused on setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals and prioritizing tasks accordingly. Participants learned techniques for breaking down goals into manageable steps and identifying high-priority tasks to maximize productivity.

3. Time-Tracking and Analysis: The workshop emphasized the significance of tracking and analyzing how time is spent. Participants learned various methods, such as time logs and productivity apps, to assess how they allocate their time. They gained insights into identifying time-wasting activities and opportunities for improvement.

4. Effective Planning and Scheduling: This session provided participants with strategies for effective planning and scheduling. They learned how to create daily, weekly, and long-term plans, allocate time blocks for specific tasks, and optimize their schedules to accommodate important activities and deadlines.

5. Overcoming Procrastination and Time Robbers: The workshop addressed common challenges to effective time management, such as procrastination and time robbers. Participants learned techniques for overcoming procrastination, managing interruptions, and dealing with time-consuming distractions.

Activities and Exercises:

The Time Management Workshop included interactive activities and exercises to enhance participants' learning experience, such as:
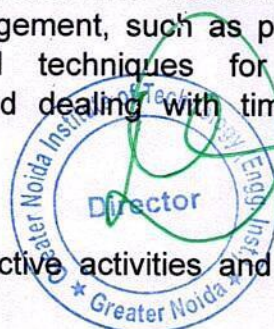
1. Time Audit: Participants conducted a time audit exercise, where they tracked their activities for a set period. They then analyzed their time logs to identify time sinks and opportunities for improvement.

2. Priority Matrix: Participants engaged in a group exercise using a priority matrix to categorize tasks based on urgency and importance. They discussed strategies for effectively prioritizing tasks and managing time accordingly.

3. Action Planning: Participants developed action plans tailored to their specific time management challenges. They identified specific actions, timelines, and accountability measures to implement effective time management practices in their daily lives.

Key Outcomes:

The Time Management Workshop yielded several key outcomes for the participants, including:

1. Enhanced Time Management Skills: Participants gained practical skills and techniques to better manage their time. They learned effective strategies for goal setting, prioritization, planning, and scheduling, enabling them to optimize their productivity and achieve their objectives.

2. Improved Productivity and Efficiency: The workshop equipped participants with the tools and knowledge to enhance their productivity and efficiency. They learned to eliminate time-wasting activities, overcome procrastination, and focus on high-value tasks, leading to improved outcomes and reduced stress.

3. Better Work-Life Balance: Participants learned how effective time management can contribute to achieving a better work-life balance. They gained insights into allocating time for personal activities, self-care, and leisure, leading to improved well-being and overall satisfaction.

4. Stress Reduction: The workshop provided participants with techniques to manage and reduce stress associated with time constraints. They learned how to prioritize tasks, set realistic goals, and effectively manage deadlines, leading to a more relaxed and productive work environment.

Conclusion:

The Time Management Workshop proved to be a valuable learning experience for participants seeking to enhance their time management skills. Through the workshop's focus on practical strategies and exercises, participants gained the tools necessary to improve their productivity, reduce stress, and achieve a better work-life balance.

GNIOT

ENGG. INSTITUTE

5.1.2

Capacity Building and Skills Enhancement Initiatives taken by the Institution

Soft Skills (PG Course: MBA/MCA)

Director

Greater Noida Institute of Technology (Engg. Institute)

Greater Noida

Greater Noida Institute of Technology (Engg. Institute)

Plot No. 7, Knowledge Park II, Greater Noida
Uttar Pradesh 201310 India

CIRCULAR

Dear Parents/Guardians/Students,

We are pleased to inform you that the Corporate Skill Development Centre (CSDC) department is organizing a one-day workshop on **27.11.2020** for **MCA 3rd Yr 5th Sem.** The title of the workshop is **"Power Dressing & Grooming".**

The objective of this workshop is to enhance the position and authority of an individual in his/her workplace and helps to build one's personal brand.

All are required to attend the workshop.

Signature
(Amit Kumar, HOD, CSDC)

1.   **Copy to:**
Director / Director (QARM) /Deans /HODs /Registrar /HR /System Administrator /Admin/ ERP officer /Librarian / Notice Board.

ACADEMIC YEAR: 2020-21

Summary Report: Workshop on Power Dressing & Grooming

Branch **MCA** Year **3rd** Sem **5th Sem**

Number of Participants: 27 .   **Date:** 27-11-20

Overview: The Power Dressing & Grooming Workshop was conducted at GNIOT. The primary objective of the workshop was to educate participants on the importance of personal appearance, professional grooming, and appropriate dressing to enhance their confidence, credibility, and impact in the workplace.

Key Topics Discussed:

1. Understanding Power Dressing: The workshop commenced with an introduction to power dressing, explaining its significance in establishing a professional image. Participants learned about the psychology of clothing, the impact of attire on self-perception and others' perceptions, and the role of personal style in power dressing.

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3. Grooming and Personal Hygiene: The workshop emphasized the significance of grooming and personal hygiene in professional settings. Participants learned about grooming practices for hair, skincare, nails, and overall personal appearance. They gained knowledge of grooming essentials, etiquette, and the impact of good grooming on personal and professional relationships.

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Activities and Exercises:

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2. Dress Code Scenarios: Participants engaged in role-playing exercises to practice dressing appropriately for different work scenarios. They simulated situations in which they had to choose appropriate attire, considering factors such as industry norms, client meetings, and business events.

3. Grooming Demonstrations: The workshop included grooming demonstrations, where participants learned practical grooming techniques from the facilitator. They had the opportunity to ask questions, seek advice, and practice grooming skills under the guidance of the facilitator.

Key Outcomes:

The Power Dressing & Grooming Workshop resulted in several key outcomes for the participants, including:

1. Enhanced Professional Image: Participants gained a deeper understanding of the impact of personal appearance and grooming on their professional image. They learned how power dressing can influence perceptions, boost confidence, and establish credibility in the workplace.

2. Improved Dressing Skills: Participants acquired practical skills in dressing appropriately for different work environments and occasions. They learned how to select and coordinate outfits, accessorize effectively, and align their clothing choices with their personal style and organizational culture.

3. Confidence and Professional Presence: The workshop empowered participants to enhance their confidence, self-esteem, and professional presence through power dressing and grooming. They learned how non-verbal communication and a polished appearance can positively influence their interactions and career progression.

4. Networking and Personal Branding: Participants recognized the role of power dressing in personal branding

CSDC Workshop on

Power Dressing & Grooming

Academic Year 2020-2021

Branch MCA **3rd** Year, 5th Semester

Attendance Sheet

S.No.	Roll No	Name	Signature of Student
1	1813214001	ANKIT SHARMA	AS.
2	1901320149019	PRADEEP KUMAR	Pkumar
3	1901320149024	VISHNU DEO BHAKTA	Vurin
4	1901320149010	LOVELEEN SHARMA	Lsharma
5	1901320149025	VIVEK KUMAR	Oane
6	1901320149017	KM NISHA SHARMA	Nisha
7	1901320149021	SHIVARCHANA RASTOGI	Shivu
8	1901320149012	MD SAIF	Saif
9	1901320149014	MUKESH KUSHAWAHA	Mukesh
10	1901320149002	AMAN GUPTA	Aguptor
11	1901320149013	MRINAV KUMAR	Mkumar
12	1901320149022	SUNDARAM KUMAR	Sundaram
13	1901320149023	SURAJ PANDEY	Spandey
14	1901320149006	HASNAIN ANSARI	HAnsary
15	1901320149011	MANOJ	Manoj
16	1901320149007	HEMANT CHAUHAN	Hemant
17	1901320149026	WASEEM REJA	Reja
18	1901320149016	NAVEEN KUMAR YADAV	Naveen
19	1901320149004	ARUP KUMAR DAS	Akac
20	1901320149009	KIRTI KHURANA	Kirti
21	1901320149020	SANDEEP SINGH KUSHWAHA	Sandeep

22	1901320149015	MUSKAN JAISWAL	
23	1901320149018	NITENDRA RAJPUT	
24	1901320149003	KM. ANKITA THAKUR	
25	1901320149008	HIMANSHU BHATT	
26	1901320149005	ASHISH ANAND	
27	1901320149001	AARIF KHAN	

Signature of Workshop Coordinator

Signature of HOD- CSDC
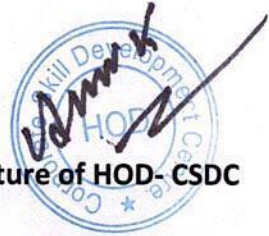
**Date** 27/11/20
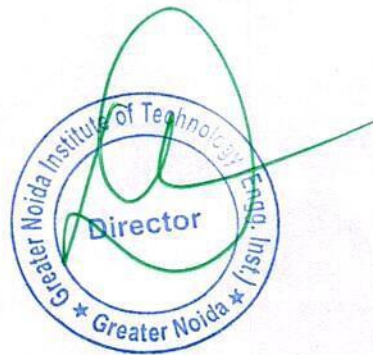
CIRCULAR

Dear Parents/Guardians/Students,

We are pleased to inform you that the Corporate Skill Development Centre (CSDC) department is organizing a one-day workshop on **14.10.2020** for **MCA 2nd Yr 3rd Sem.** The title of the workshop is **"Digital Etiquette".**

The objective of the workshop is to make students aware of the professional etiquettes pertaining to digital platform including E-mails, WhatsApp, etc.

All are required to attend the workshop.

Signature
(Amit Kumar, HOD, CSDC)

1. **Copy to:**
Director / Director (QARM) /Deans /HODs /Registrar /HR /System Administrator /Admin/ ERP officer /Librarian / Notice Board.
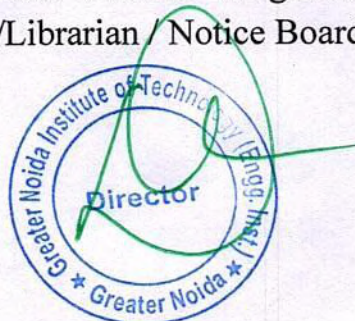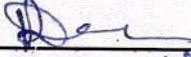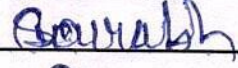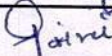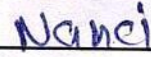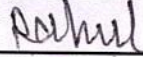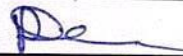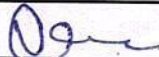
CSDC Workshop on
Digital Etiquette

Academic Year 2020-2021
Branch MCA **2nd** Year, 3rd Semester

Attendance Sheet

S.No.	Roll No	Name	Signature of Student
1	1813214002	MANISH KUMAR	A
2	1901320140003	ASHIPH ALI	Ali
3	1901320140006	RAHUL SINGH	
4	1901320140010	SOURABH DEOL	Sourabh
5	1901320140011	SHUBHAM KUMAR	
6	1901320140005	PRINCE DEV	Prince
7	1901320140002	ANKIT KUMAR MAURYA	
8	1901320140004	KM.NAINCI GUPTA	Nanci
9	1901320140009	ROHIT KUMAR	RK
10	1901320140007	RAHUL KUMAR YADAV	Rahul
11	1901320140008	RASHMI NAINWAL	
12	1901320140001	ANJALI CHAUHAN	Anjali
13	1901320140012	VIVEKANAND PANDEY	

Signature of Workshop Coordinator

Signature of HOD- CSDC

Date 14/10/20

ACADEMIC YEAR: _2020-21_

Summary Report: Workshop on Digital Etiquette

Branch __MCA__ Year __2nd__ Sem __3rd Sem__

**Number of Participants:** ___13___ .   **Date:** __14/10/20__

Overview: The Digital Etiquette Workshop was conducted at GNIOT. The primary objective of the workshop was to educate participants on the importance of practicing good digital etiquette in various online communication channels. The workshop aimed to enhance participants' understanding of appropriate behavior, professionalism, and effective communication in the digital realm.

Key Topics Discussed:

1. Introduction to Digital Etiquette: The workshop began with an introduction to digital etiquette and its significance in today's interconnected world. Participants gained an understanding of the impact of their online behavior on personal and professional relationships, reputation, and overall communication effectiveness.

2. Professional Email Communication: This session focused on best practices for writing professional emails. Participants learned techniques for composing clear and concise messages, using appropriate salutations and signatures, employing proper grammar and punctuation, and considering the tone and intent of their emails.

3. Netiquette in Online Communication: The workshop addressed netiquette, which refers to etiquette in online communication platforms such as social media, chat applications, and discussion forums. Participants learned guidelines for respectful and effective communication, including the use of proper language, avoiding offensive or derogatory remarks, and acknowledging others' opinions.

4. Digital Presence and Personal Branding: This session explored the concept of digital presence and its impact on personal branding. Participants gained insights into managing their online image, protecting their privacy and security, and using digital platforms to build a positive and professional online reputation.

5. Online Meeting Etiquette: The workshop discussed etiquette guidelines for online meetings and video conferences. Participants learned techniques for being punctual, dressing appropriately, maintaining professionalism in virtual settings, muting when not speaking, and engaging actively in discussions.

Activities and Exercises: To enhance participants' learning experience and encourage active participation, the Digital Etiquette Workshop incorporated various activities and exercises, such as:
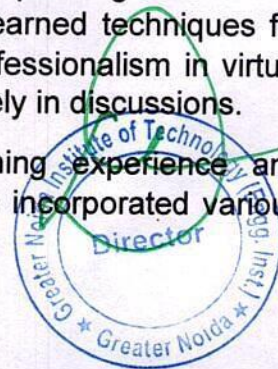
1. Case Studies and Group Discussions: Participants engaged in case studies and group discussions to analyze real-life scenarios related to digital etiquette. They discussed appropriate responses, shared experiences, and exchanged insights on navigating challenging online communication situations.

2. Email Writing Exercises: Participants practiced writing professional emails, focusing on clarity, tone, and effective communication. They received feedback from the facilitators and peers to improve their email writing skills and adherence to digital etiquette.

3. Role-Playing: Participants participated in role-playing exercises simulating online meeting scenarios. They practiced demonstrating proper online meeting etiquette, such as introducing themselves, using video and audio features appropriately, and engaging respectfully with other participants.

Key Outcomes: The Digital Etiquette Workshop yielded several key outcomes for the participants, including:

1. Enhanced Digital Communication Skills: Participants developed a deeper understanding of effective digital communication techniques. They learned how to craft professional emails, engage respectfully in online platforms, and navigate virtual meetings with confidence and professionalism.

2. Improved Professionalism and Online Reputation: The workshop empowered participants to build and maintain a positive online reputation. They gained insights into presenting themselves professionally, protecting their privacy and security, and using digital platforms to enhance their personal brand.

3. Respectful and Effective Online Communication: Participants acquired guidelines and strategies for practicing respectful and effective online communication. They learned to use appropriate language, express opinions respectfully, and consider the impact of their words and actions in the digital sphere.

4. Increased Awareness of Digital Etiquette: Participants developed a heightened awareness of the importance of digital etiquette in personal and professional interactions. They understood the impact of their online behavior on relationships, reputation, and overall communication effectiveness.

Conclusion: The Digital Etiquette Workshop provided participants with valuable knowledge.
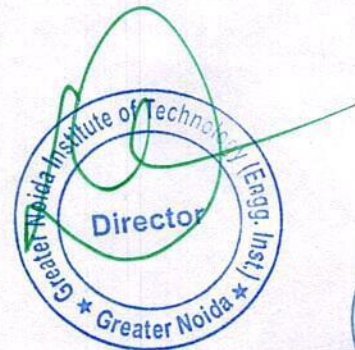
CIRCULAR

Dated: 24th Sep, 2020

Dear Parents/Guardians/Students,

We are pleased to inform you that the Corporate Skill Development Centre (CSDC) department is organizing a one-day workshop on **28.09.2020** for **MBA 2nd Yr 3rd Sem.** The title of the workshop is **"Power Dressing & Grooming".**

The objective of this workshop is to enhance the position and authority of an individual in his/her workplace and helps to build one's personal brand.

All are required to attend the workshop.

Signature
(Amit Kumar, HOD, CSDC)

1.   **Copy to:**
Director / Director (QARM) /Deans /HODs /Registrar /HR /System Administrator /Admin/ ERP officer /Librarian / Notice Board.

CSDC Workshop on

Power Dressing & Grooming

Academic Year 2020-2021
Branch MBA, **2nd** Year, 3rd Semester

Attendance Sheet

S.No.	Roll No	Name	Signature of Student
1	1901320700018	HARSHITA KUMARI	Harshita
2	1901320700047	SURYA PRAKASH GUPTA	
3	1901320700037	RISHI DEV TRIPATHI	Rishi
4	1901320700011	AVNIT KUMAR MISHRA	
5	1901320700024	HARSHITA KUMARI	
6	1901320700017	HARSHIT PANDEY	Harshit
7	1901320700036	RAHUL NAGAR	Rahul
8	1901320700008	ANKIT RAI	Ankit
9	1901320700014	DEEPU SINGH AMIT	
10	1901320700034	PREM RANJAN	P.rem
11	1901320700012	AYUSHI SURYAWANSHI	
12	1901320700016	GOPAL KUMAR	
13	1901320700028	MOHD AINAN NAJAM	
14	1901320700004	AMAN SINGH	Aman
15	1901320700010	ASHWINI KUMAR PANDEY	
16	1901320700022	ANJALI SISODIYA	Anjali
17	1901320700027	MEGHA SINGH	Me
18	1901320700035	RAHUL KUMAR	Rahul
19	1901320700032	NITYA SINGH	Nitya
20	1901320700044	SATYAM RAJ YADAV	
21	1901320700043	SATYAM PANDEY	Satyam
22	1901320700025	KRITIKA BIHARI	
23	1901320700045	SAURABH CHAURSIYA	Saurabh
24	1901320700023	AYUSHI VERMA	
25	1901320700002	AKASH GUPTA	Akash
26	1901320700033	PRASHANT KUMAR CHAUDHARY	
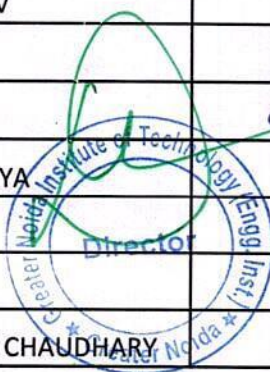
27	1901320700038	ROHIT KUMAR SINGH	
28	1901320700041	SAIFUR RAHMAN	
29	1901320700031	NIKITA	
30	1901320700030	NAVED ALI	
31	1901320700009	AQUIB KHAN	
32	1901320700013	CHETANA RAJPUT	
33	1901320700001	ADITI VARSHNEY	
34	1901320700005	AMIT KUMAR CHOUDHARY	
35	1901320700020	KANHAIYA KUMAR SINGH	
36	1901320700026	MD NURAIN KHAN	
37	1901320700046	SINGH MANSI GOPAL JI	
38	1901320700039	ROHIT SHARMA	
39	1901320700006	ANAND KUMAR	
40	1901320700042	SANDEEP	
41	1901320700029	MUZZAMEL AHMED SAJJAD	
42	1901320700015	GAURAV FAUJDAR	

Signature of Workshop Coordinator

Signature of HOD- CSDC

Date 28/9/20

Summary Report: Workshop on Power Dressing & Grooming
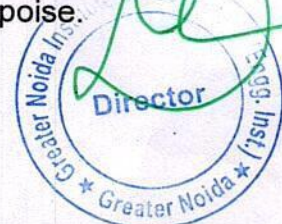
Branch __MBA__ Year __2nd__ Sem __3rd__

Number of Participants: __42__ .   **Date:** __28/9/20__

Overview: The Power Dressing & Grooming Workshop was conducted at GNIOT. The primary objective of the workshop was to educate participants on the importance of personal appearance, professional grooming, and appropriate dressing to enhance their confidence, credibility, and impact in the workplace.

Key Topics Discussed:

1. Understanding Power Dressing: The workshop commenced with an introduction to power dressing, explaining its significance in establishing a professional image. Participants learned about the psychology of clothing, the impact of attire on self-perception and others' perceptions, and the role of personal style in power dressing.

2. Dressing for Different Work Environments: This session focused on dressing appropriately for different work environments, such as corporate, creative, and business casual settings. Participants gained insights into industry-specific dress codes, including formal attire, business suits, smart-casual ensembles, and the importance of adapting to the organizational culture.

3. Grooming and Personal Hygiene: The workshop emphasized the significance of grooming and personal hygiene in professional settings. Participants learned about grooming practices for hair, skincare, nails, and overall personal appearance. They gained knowledge of grooming essentials, etiquette, and the impact of good grooming on personal and professional relationships.

4. Building a Professional Wardrobe: This session provided participants with practical tips and guidelines for building a professional wardrobe. They learned how to create a versatile wardrobe with essential pieces, mix and match outfits, and make appropriate choices for various occasions. The facilitator also shared insights on colors, accessories, and style trends.

5. Non-Verbal Communication: The workshop emphasized the role of non-verbal communication in power dressing. Participants learned about body language, posture, gestures, and facial expressions that convey confidence, professionalism, and authority. They gained insights into the importance of maintaining eye contact, a firm handshake, and overall poise.

Activities and Exercises:

To enhance the participants' learning experience, the workshop incorporated several activities and exercises, including:

1. Wardrobe Analysis: Participants conducted a personal wardrobe analysis to assess their current attire and identify areas for improvement. They received feedback from the facilitator and fellow participants to make informed choices for building a professional wardrobe.

2. Dress Code Scenarios: Participants engaged in role-playing exercises to practice dressing appropriately for different work scenarios. They simulated situations in which they had to choose appropriate attire, considering factors such as industry norms, client meetings, and business events.

3. Grooming Demonstrations: The workshop included grooming demonstrations, where participants learned practical grooming techniques from the facilitator. They had the opportunity to ask questions, seek advice, and practice grooming skills under the guidance of the facilitator.

Key Outcomes:

The Power Dressing & Grooming Workshop resulted in several key outcomes for the participants, including:

1. Enhanced Professional Image: Participants gained a deeper understanding of the impact of personal appearance and grooming on their professional image. They learned how power dressing can influence perceptions, boost confidence, and establish credibility in the workplace.

2. Improved Dressing Skills: Participants acquired practical skills in dressing appropriately for different work environments and occasions. They learned how to select and coordinate outfits, accessorize effectively, and align their clothing choices with their personal style and organizational culture.

3. Confidence and Professional Presence: The workshop empowered participants to enhance their confidence, self-esteem, and professional presence through power dressing and grooming. They learned how non-verbal communication and a polished appearance can positively influence their interactions and career progression.

4. Networking and Personal Branding: Participants recognized the role of power dressing in personal branding