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## Skill Carnival 2021: Consolidated Report on Workshops

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## **Prelude**

**Bharatiya Skill Development University (BSDU)** is recognised as the pioneer and leading institutional skill provider in the country. It is the first university in India to exclusively offer skilled-based programs. The institution focuses on providing holistic skills training using the famed Swiss Dual System; it is a leading force and significant contributor to the skill and entrepreneurial ecosystem of the country.

**Commonwealth Educational Media Centre for Asia (CEMCA)** is an international organisation established by the Commonwealth of Learning (COL), Vancouver, Canada, to promote meaningful, relevant, and appropriate use of information and communication technologies to serve the educational and training needs of Commonwealth member states in Asia. CEMCA strives to increase the access to good quality vocational training digital content that aims at developing the skills of the youth in the country. CEMCA also focuses on building capacity of vocational trainers, and mainstreaming the skilled and semi-skilled workers.

Commonwealth Educational Media Centre for Asia (CEMCA) in association with BSDU organized the vastly appreciated **Annual Skill Carnival** that commenced on the 21<sup>st</sup> June, 2021 and carried on until 15<sup>th</sup> July 2021.

During the course of this mega-event, the learners had the unique opportunity to gain conceptual clarity on many aspects related to Skill(s). One of the key objectives of the event was to disseminate the importance of skill acquisition as well as the undeniable role that skill-intensive entrepreneurial ventures essay in contributing to and boosting the national economy. The event was anchored by proficient experts from different areas who conducted webinars and workshops. They introduced the learners to the latest tools and techniques that help an individual to stay in the race amidst surmounting challenges and fierce competition in the present-day scenario, and to lend impetus to their occupational aspirations.

Given below is a table comprising the details of all the workshops organised during Skills Carnival 2021.

Workshop	Date	Expert(s)	Number of participants
<b>Pitch Deck and Business Model Canvas</b>	05 <sup>th</sup> July 2021	Mr. Purandar Sengupta	427
<b>3-D Modelling and 3-D Printing</b>	06 <sup>th</sup> July 2021	Mr. Amit Sharma and Ms. Rikky Bhardwaj	234
<b>Smart Manufacturing</b>	09 <sup>th</sup> July 2021	Mr. Hemant Sharma	259
<b>Public Speaking Skills</b>	09 <sup>th</sup> July 2021	Mr. Uday Singh Mr. Shekhar Kapoor Ms. Mredu Goyal	266
<b>Video Resume</b>	13 <sup>th</sup> July 2021	Mr. Shailesh Thakkar	124

### **Promotion and Registration**

The Skills Carnival was promoted through both offline and online modes. The posters were circulated through social media and registrations were invited through the means of Google Forms.

### **Background of the Participants**

Aspiring participants from all over the world joined the Workshop to upskill themselves. They ranged from school students to youth and even working professional who came from diverse academic, social, cultural, regional and economic backgrounds.

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The following are elaborate reports on each of the workshops conducted in Skills Carnival 2021.

## **1. Report of the Workshop on ‘Pitch Deck and Business Model Canvas’** ***Held on: 05<sup>th</sup> July 2021, Monday***

### **Logical Rationale of the Theme of the Workshop**

It has been identified by many researchers and evaluators, that there is no dearth of innovators in the country. But most of the Innovators struggle a lot, in depicting vividly the exclusivity of their ideas and in establishing the beneficial significance of their ideas from the socio-economic perspective. Eventually the funding partners and investors find it difficult to comprehend the essence of the innovative ideas and hesitate to invest in hazy, nebulous and obscure business propositions.

Thus, many wonderful innovations fail to hog the limelight and steal the show, because the funding –partners and the Investors don’t get convinced by the ambiguous presentation of the innovators.

The ambiguous presentation of the innovators, without desired level of articulacy make it challenging for them to get the recognition of ‘Startup’ from DPIIT, under the Ministry of Commerce & Industries, Govt. of India.

Hence, the workshop was organized to facilitate the students/potential entrepreneurs in comprehending and applying the various cutting-edge tools and techniques that will make their presentation more lucid, decipherable and convincing to the authority of Start Up India as well as to the investors

Thus, it can be affirmed that Workshop was driven by a distinct logical rationale. It was held on **05<sup>th</sup> July 2021** under the able guidance of **Mr. Purandar Sengupta**.



## Objectives

- To make the participants sensitized regarding the significance of Entrepreneurship
- To make the participants apprised regarding the relevance of Entrepreneurship in the situational context
- To explain the concept of Social Entrepreneurship with distinct, tangible and measurable social impact
- To motivate the students in designing Impact Oriented Entrepreneurial Model for getting **Startup Recognition** from DPIIT, Govt. of India.
- To make the customers acquainted with the various tools and templates that would make their application for grants and business proposal for investment more logical, convincing and impact-oriented
- To facilitate the participants in perceiving the intricacies of Design Thinking & Human Centred Innovation.
- To facilitate the participants in comprehending and constructing Business Model Canvas
- To facilitate the participants to have a clear understanding regarding the various elements of a comprehensive Pitch-Deck

## Topics

- Differences between Entrepreneur & Traditional Businessman
- Characteristics of an Entrepreneur (Rational Emotive & Behavioural Features)
- Design Thinking as a tool for creating human-centred innovation
- SCAMPER – a tool for adding value to existing products & engineering diametric changes within existing product
- SWOT Analysis & Strategic Planning
- Value Chain Analysis
- Business Model Canvas
- Pitch-Deck

## Methodology

- Story Telling
- PowerPoint Presentation
- Interactive Discussion

- Practical Exercise with the SCAMPER tool
- Case Discussion

### **Proceedings**

The Workshop was inaugurated by the valued speech of Dr. Rajdeep Deb, the Principal of the School of Entrepreneurship, BSDU. He clarified the importance of Entrepreneurship in the present situation and the role of BSDU in advocating the importance of Entrepreneurship. He opined that School of Entrepreneurship has developed various innovative tools & techniques that have initiated a paradigm shift in the arena of Entrepreneurship Education. He also added that Entrepreneurial Thinking is exclusive and radically differs from the platitudinous thinking in B-Schools. Hence there should be specialized schools and training centres on Entrepreneurship Education.

### **About the Expert**

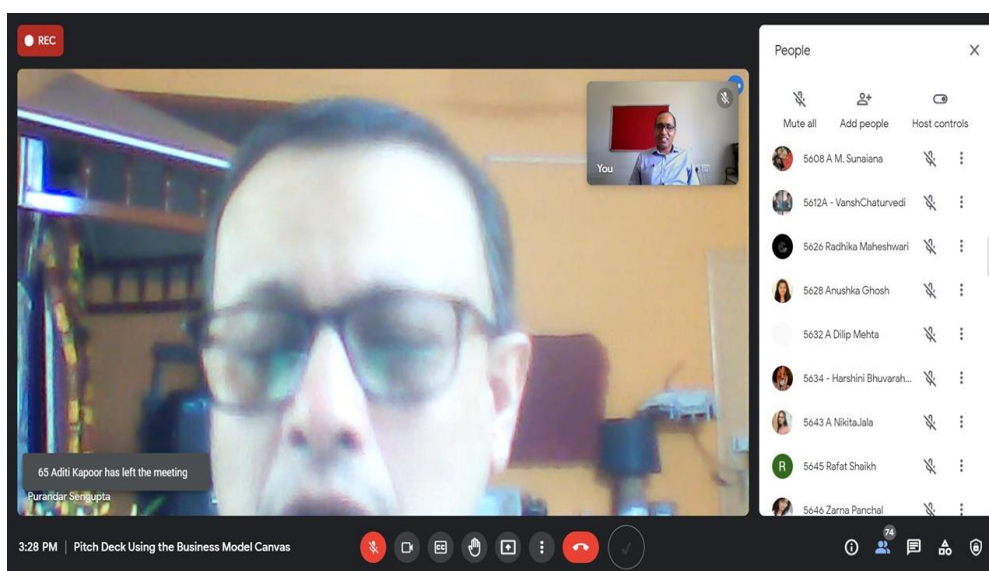
*Mr. Purandar Sengupta is a well-known Learning and Development Specialist. He has conducted more than 100 Training of Trainers Program on behalf of NIESBUD, Government of India. He has also delivered many sessions on behalf of other autonomous bodies and development initiatives of Government of India. He is an expert in training-design and training-evaluation, and has involved in such initiatives with NGOs across the country. He is also a certified Life Coach.*

### **Facilitation Session by Mr. Purandar Sengupta**

The facilitator discussed various topics with the participants and during the course of the discussion, he acquainted them with the following concepts.

- **Story Telling:** The Facilitator Sri Purandar Sengupta, conveyed greetings to all the participants and shared a Story with them. There were four characters in the story. Each character performed four different types of activities for revenue generation. After sharing the story, the Facilitator asked the participants to identify the true Entrepreneurs out of the four different characters and state the logic behind identification. The participants shared their opinion with logical clarification. Through this story the participants achieved conceptual clarity regarding the concept of Entrepreneurship and the characteristic features of an entrepreneur.

- **Practical Exercise on Value Addition:** Then the Facilitator Sri Purandar Sengupta and Dr. Rajdeep Deb jointly administered the SCAMPER Tool and requested to value add, modify or change any existing product. The exercise triggered enthusiasm among the students. They took proactive initiative in modifying various products that are existing in the market making them more acceptable to the need of the customer segment.
- **Clarifying Design Thinking:** Thereafter, the Facilitator Sri Purandar Sengupta explained the concept of Design Thinking and human centred innovation. He told the participants that innovation should always be linked with human need or problems. To be precise he explained that an innovation should always be designed by an entrepreneur to satisfy human need and alleviate the human problems.
- **Clarifying SWOT Analysis & Strategic Planning:** The Facilitator Sri Purandar Sengupta explained the importance of SWOT Analysis and Strategic-Planning for running an Entrepreneurial initiative. Then he presented a Case and asked the students to trace out the Strength, Weakness, Opportunity & Threat of an Entrepreneurial Initiative.
- **Clarifying Logical Framework Analysis:** The Facilitator Sri Purandar Sengupta explained how this tool can play an instrumental role in determining the Objective, Resource and Process of an Entrepreneurial Initiative. Thereafter he explained how this tool can determine the Effect or Result Chain of the Entrepreneurial Initiative (viz. Output, Outcome & Impact) within the 'Framework of the Enterprise' as well as within the 'Framework of the Community'.



*Screengrab from them facilitation session*

- **Clarifying Business Model Canvas:** The Facilitator explained how the different intricacies of an Enterprise can be aggregated in a Nine Box Framework. He placed emphasis upon this tool as an instrument for planning, presentation as well as evaluation. He added that whenever there is any problem, in the Enterprise, this tool can be used in identifying the exact arena in which the problem is taking place and vitiating all the other fields.
- **Clarifying The Concept Of ‘Unfair Advantage’:** The Facilitator clarified the concept of ‘Unfair Advantage’ in entrepreneurship. These are the elements which can never be replicated or bought by the competitors. The Facilitator gave the following examples:
  - Trade Secret
  - Intellectual Property Right
  - Extensive Network/Nexus
  - Team Spirit
  - Competency of the Human Resource
  - Attitudinal Resilience & Behavioural Adaptability
  - Testimonials & Endorsements from Experts and Celebrities
  - Reputation of the Enterprise
- **Clarifying The Components of a Pitch Deck:** The Facilitator affirmed that a comprehensive Pitch Deck is essential for achieving the STARTUP recognition from DPIIT, Govt. of India, as well as for leveraging investment or grant from governmental and private funding partners.

The Facilitator explained the different components of a comprehensive Pitch Deck with utmost meticulousness. The Facilitator specified the importance of problem specification and solution generation and affirmed that the Problem-Solution dynamics has to be embedded in the Pitch Deck. Emphasis was also placed upon the strategies of competitor appraisal, strategies for outpacing the competitors, turning competition into collaboration etc.

**Case:** The Facilitator presented a CASE, where an entrepreneur in the rural areas of Meghalaya, adopted a Resource Driven Approach. She started an initiative with the resources that are already available with her.



The activities in his venture are enumerated below:

- Motivating the farmers to initiate the cultivation of LAKADONG turmeric, in which there is high concentration of the beneficial antioxidant CURCUMINE
- Capacity Building of the Farmers by leveraging support from local governmental authority.
- Certification of the Farmers
- Development and application of organic pesticide with Cow dung, Cow Urine and Vermi-compost
- Crystallization of collaborative alliance between the Farmers & members of SHG for drying the turmeric, slicing the turmeric and packaging the final produce
- Selling the packaged turmeric to other North-Eastern States and the Southern States of the country

Thus, he utilized the local natural resource and local human resource. She turned the local human resource into her stakeholders

### **Learning Input, Output & Outcome**

- **Story On Entrepreneurship:** The participants achieved conceptual clarity regarding the salient features of Entrepreneurship and the characteristics of an Entrepreneur. It is expected that the participants would be able to design Entrepreneurial initiatives which will generate indirect employment to others and solve the problems of specific segments of the social framework.
- **SCAMPER Technique for Value Addition of existing products:** The participants have achieved success in floating multifarious ideas of adding value to the existing products through modifications and changes. It is expected that the participants will be able to create their innovative products and services by re-engineering the existing products to make it more effective in satisfying human need and solving human problems.
- **SWOT Analysis & Strategic Planning:** The participants have learnt the technique of identifying the strength factors and the deficiencies of an enterprise. They have learnt the technique of identifying the opportunities fleeting in the situational matrix. They have also learnt to detect the threat factors that can decelerate the momentum of their enterprise.

The participants are expected to formulate and apply result-oriented strategies that will reinforce the strength factors, replenish the deficiencies, utilize the circumstantial opportunities and mitigate the different threat factors

- **Business Model Canvas:** The participants have got sensitized regarding the nine key components of an Enterprise that need to be smartened through strategic interventions continually with the passage of time. It is expected that the participants will be able to design comprehensive Business Model Canvas.  
It is expected that the participants will be able to formulate and engineer strategic interventions for excelling and intensifying the nine components of the Business Model
- **Design Thinking:** The participants have understood that innovations should be designed in accordance with human need and problems. It is expected that the participants will become capable of designing innovative products and services that can satisfy the need of the target segment and ameliorate their problems.
- **Logical Framework Analysis:** The participants have understood the significance of different components of a structured LFA. It is expected that the participants will efficiently administer Inputs and activities with the intent of establishing a beneficial Result Chain of Output, Outcome and Impact.
- **Unfair Advantage:** The participants have understood the concept of Unfair Advantage. It is expected that in future the participants will be able to build up a series of valued attributes for their own enterprise which will be very rare in the concerned sector and inimitable by the competitors.
- **Competitive Landscape**
  - The participants have construed the strategies of staying ahead of the competitors.
  - The participants will be able to outpace their competitors by adopting Blue Ocean Strategy

### **Reflections And Observations**

#### **Reflection From Participant Regarding a Potential Entrepreneurial Initiative:**

**Name:** Mr. Bhim Subba

**Narration Of Idea:** He affirmed that he has got very much motivated by the lecture of the Facilitator. Then he expressed his idea regarding his potential entrepreneurial venture His

idea is to develop an Eco-Tourism Initiative which will protect the environment and ensure livelihood generation of the rural people of Sikkim.

- In his initiative the tourists will be apprised regarding the importance of ecosystem and bio-diversity in human lives.
- The tourists will be sensitized regarding the detrimental activities that can disrupt the ecosystem and adversely affect the bio-diversity of Sikkim.
- The tourists will be prohibited to get engaged in the detrimental activities that can disrupt the ecosystem and adversely affect the bio-diversity of Sikkim.
- The tourists will be kept at rural Home Stays and they will be able to consume the indigenous food items of rural Sikkim

The tourists will be able to observe the indigenous Flora and Fauna of rural Sikkim.

### **Reflections From Other Participants**

**Name:** Prof. Rashmiraj Palo

The program is need driven with a practical approach. Students should be made sensitized with these types of tools and templates which will be instrumental in fetching them Startup Recognition from DPIIT, Government of India

It deserves mention that comprehensive Pitch Deck is essential for convincing investors and leveraging investment from them.

**Name:** Sibasis Banerjee (State Director, NYKS, Sikkim)

This type of workshop is very much useful for triggering Entrepreneurial Motivation among the underprivileged rural youth of Sikkim.

## **2. Report of the Workshop On '3D Modelling & 3d Printing'**

*Held on: 06<sup>th</sup> July 2021, Tuesday*

### **Logical Rationale of the Theme of the Workshop**

3D Printing- also known as additive manufacturing- has been quoted in the Financial Times and by other sources as potentially being larger than the Internet. Some believe this is true. Many others urge that this is part of the extraordinary hype that exists around this very exciting technology area. So, what really is 3D printing, who generally uses 3D printers and what for?

3D Modelling can basically be defined as the process of creating three-dimensional mathematical coordinate-based representation of the surface of an object with the aid of special softwares that help change or manoeuvre the sides, vertices etc. in a 3D space. 3D Modelling is the process that leads one to 3D Printing.

3D Printing is the process of creating 3D dimensional objects with the help of a digital file. The creation of such objects is done through additive processes. During an additive process, the object is created by adding layer upon layer until the final structure is achieved. Each individual layer can hence be considered as subtle cross-section of the whole object.

3D Printing is now being vastly used across different areas like Prototyping, Manufacturing, Medicine, Education, Construction, Art & Jewellery etc. in different capacities. 3D Printing is massively evolving into a production technology. Hence, it is important to know better about a technology that is going to take the industrial space by storm.

The workshop was organized to facilitate the students, researchers and potential users of the technology to understand all the in and out of the 3D printers.

Thus, it can be affirmed that Workshop was driven by a distinct logical rationale. The Workshop was held on **06<sup>th</sup> July 2021** under the able guidance of **Mr. Amit Sharma** and **Ms. Rikki Bhardwaj**.



### Objectives

- Introduction to 3D Printing/Additive Manufacturing
- General procedure of 3D Printing
- 3D CAD File formats
- Stereolithography files
- Various Printing technologies
- FDM in detail
- Preparation of print ready file
- STL principles
- Object Placement
- Slicer Settings
- Material Properties
- Manual Controls
- Live demonstration
- Hands on training

## **Topics**

- Additive Manufacturing: General overview, Traditional manufacturing v/s Additive Manufacturing (AM), AM process chain, CAD for Additive Manufacturing.
- Conversion of 3D model files into STL files, Different slicer software and object placements. Different types of filaments & resins.
- Slicing Software
- Introduction to different 3D printer parameters and their effect on finished job, Demonstration of Cura, Demonstration of sample 3D printing on FDM printer.
- Fused Deposition Modelling (FDM), Selective Laser Sintering (SLS), Selective Laser Melting (SLM), DMLS, Stereolithography (SLA).
- Applications of Additive Manufacturing: Additive Manufacturing in Aerospace, Automotive, Electronics Industries and Biomedical Applications

## **Methodology**

- PowerPoint Presentation
- Showing Working Animated Videos
- Interactive Discussion
- Live Demonstration of the 3d Printers available at BSDU
- Practical Exercise with the Scamper Tool
- Case Discussion

## **Proceedings**

The Workshop was inaugurated by the valued speech of Dr. Rajdeep Deb, the Principal of the School of Entrepreneurship, BSDU. He talked about the facilities available in the 3D Printing lab at BSDU and discussed about the current & future prospects and the importance of the 3D printing technology and the role of BSDU in advocating the importance of it. He opined that 3D printing lab at BSDU has developed various innovative tools & techniques that have initiated a paradigm shift in the arena of Education.

### **About the Expert(s)**

*Mr. Amit Sharma and Ms. Rikki Bhardwaj are both experts in the field of 3D Modelling and 3D Printing. They have in-depth knowledge of the different aspects associated with the 3D Modelling and Printing Technology.*

### **The facilitation session by Mr. Amit Sharma and Ms. Rikki Bhardwaj**

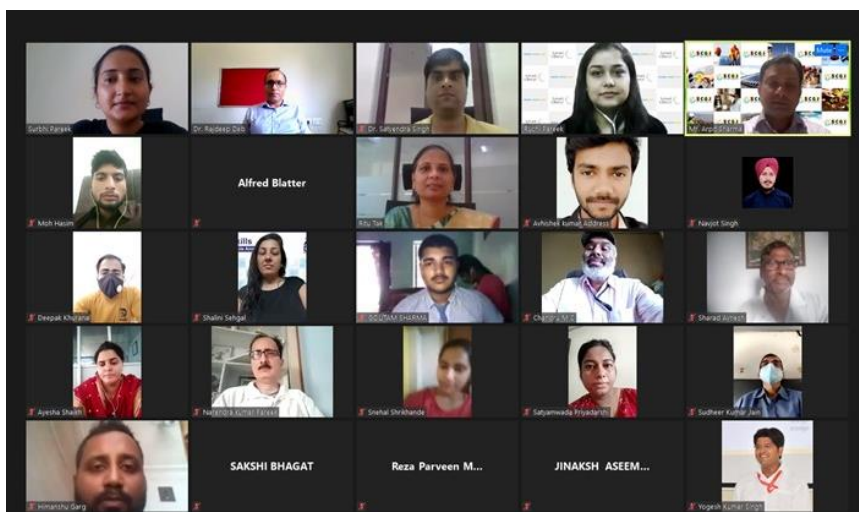
The following were the methods and topics adopted for discussion during the sessions conducted by both the experts. It included presentations, discussions and live demonstrations.

**PowerPoint Presentation:** Mr. Amit Sharma started his session with the general overview of the technology and talked about the revolution this technology has brought to the manufacturing and education world. Then he talked about the difference between the traditional and additive manufacturing and process chain of the process. The following topics were discussed.

- **Additive Manufacturing:** The facilitator discussed the concept of Additive Manufacturing and how it is different from Conventional Manufacturing. Additive Manufacturing is the process of manufacturing a product or an object by consecutive layering, as per a pre-designed model. The advantages of Additive Manufacturing are digital object storage, reduces material waste, increased customisation, reduction in development time etc.
- **Conversion of 3D model files:** The facilitator then went on discuss how to convert different 3D model files into STL files. An STL (**Standard Tessellation Language**) file is a format that depicts the surface geometry of a 3D object without attributes like colour, texture etc. He also discussed about different types of filaments and resins.
- **Slicing Software:** The major Slicing Softwares that are used in 3D Modelling and Printing were discussed during the session. The facilitators even conducted a live demonstration on Cura, which is one of the popular open-source Slicer Softwares available.
- **Introduction to different 3D printer parameters:** The participants were introduced to different parameters of the 3D printer and how they function. Live demonstrations helped participants to gather a clearer picture of the

concepts that were being discussed. Nozzle Size, Filament Size, Printing Speed, Layer Thickness, Infill Density etc. were discussed in detail.

- Fused Deposition Modelling (FDM), Selective Laser Sintering (SLS), Selective Laser Melting (SLM), Direct Metal Laser Sintering (DMLS), Stereolithography (SLA):** The facilitator disseminated valuable knowledge on each of the mentioned concepts. **FDM** is a method of Additive Manufacturing in which the layers of material are fused together in a set pattern to create an object. They coagulate throughout the process to create the final product. **SLS** is a powder bed printing technology and is a rapid process that can produce accurate prototypes as fast as in a single day. **SLM** is a unique 3D Printing technique that uses a high-density laser to melt and fuse metallic powders and create the parts in near full density as close as 99.9% relatively. **DMLS** is another industrial 3D Printing process that utilises a high-power laser beam, which is computer-controlled, to melt and fuse together metallic powders leading to the creation of the final product. **SLA** is also a 3D Printing that uses a computer-controlled moving laser beam which is pre-programmed using either the CAM or CAD software.
- Applications of Additive Manufacturing:** The facilitator discussed about the different fields in which Additive Manufacturing is making a huge impact. He elaborated on its application in the fields of Aerospace, Medicine, Consumer Products, Energy, Transportation etc. Aerospace field was one of the first to adopt Additive Manufacturing due to its ability to create complex, consolidated parts with high strength and durability.



*Screengrab from 3-D Printing Facilitation Session*



**Showing Working Animated Videos:** For the better understanding of participants, self-explanatory animated videos were shown and explained.

**Live Demonstration of the 3d Printers Available at BSDU:** The facilitators Amit Sharma and Miss Rikky Bhardwaj (Lab In-charge of 3D printing Lab at BSDU) jointly talked the participants through the lab and showed the working step by step. The exercise triggered enthusiasm among the students.

**Case:** The Facilitator presented a CASE, where traditional manufacturing cannot be used and additive manufacturing came up as a saviour to enhance the productivity of the complete system.

### **Learning Input, Output & Outcome**

The following are the Learning Input, Output and Outcome that were drawn as a result of the Workshop conducted on 3D Modelling and Printing:

- Participants got to know how to make a virtual design of objects using a CAD software's 3D modelling program and copying an existing object using a 3D scanner.
- Candidates understood the modelling process of preparing geometric data for 3D printer and the 3D scanning process of analysing and collecting digital data on the shape and appearance of objects.
- Candidates understood the working process of the 3D printers and various technologies within it.
- Candidate get introduced to manual controls of 3DP

### **Reflections and Observation**

The Chair, the participants and the experts observed that 3D Modelling and Printing is an emerging and evolving technology that is going to have a drastic impact on most manufacturing industries. Hence, knowing and learning about such a technology can prove vital in finding new career opportunities across different lines of professions that engage this new-age technology. The live demonstrations during the facilitation session have helped the participants gather a closer understanding of the concepts related to 3D Modelling and Printing.

### **3. Report of the Workshop On 'Public Speaking'** *Held on: 09<sup>th</sup> July 2021, Friday*

#### **Logical Rationale of the Theme of the Workshop**

Personal development or personality development has become important today more than ever before. It comprises both physical and non-physical aspects of development. The way one carries and presents the self plays a vital role in the social life and career of an individual. **Public Speaking** is a great tool for personal development as it helps an individual to form relations at multiple levels. Good Public Speaking Skills in turn improve communication skills, and good communication skills can be of aid in almost all walks of life. Possessing good Public Speaking Skills can boost one's confidence and can also help an individual to stand out in a crowd. There are many benefits to good **Public Speaking Skills**.

It promotes career advancement as Public Speaking Skills can showcase a wide range of qualities in a person that include creativity, poise, professionalism etc. It is a quintessential tool that essays a pivotal role in job interviews; a candidate with good Public Speaking Skills by default has an advantage over others. Public Speaking Skills are also an excellent way to showcase one's critical thinking abilities. The details that an individual accommodates in his speech is an expression of his thought structure. This specific skillset also helps build superior leadership skills and aids one with the power to persuade others and convince them.

It improves the vocabulary and fluency and thereby the argument of an individual, and also eliminates the fear of impromptu speaking.

The Workshop was organised with the intent to apprise the participants about the ways to develop effective Public Speaking Skills that will help them become confident individuals and express themselves better. The experts/facilitators in the session introduced different aspects of Public Speaking Skills and acquainted the participants with techniques to improve this particular skillset.

Thus, one can assure that such a workshop was the need of the hour and it was driven by a strong logical rationale. The Workshop on **Public Speaking** was conducted online on **09<sup>th</sup> July 2021** under the able guidance of **Mr. Uday Singh, Dr. Shekhar Kapoor and Dr. Mredu Goyal**.



### Objectives

- Introduce the concept of Public Speaking and discuss its importance
- To discuss different types of soft skills
- To enhance the leadership qualities of the participants
- To equip the participants with skills that will help them to create an impact
- To evaluate the Public Speaking abilities of the participants and help them improve on their mistakes
- To provide a platform of Public Speaking to the participants
- To help understand the tenets of Public Speaking etiquettes

### Topics

- Youth Skills
- Leadership Qualities
- Impact Management Skills
- Public Speaking Skills
- Voice Modulation and Body Language
- Importance of Visual Aids
- Public Speaking etiquettes

### Methodology

- Dissemination

- Story Telling
- PowerPoint Presentation
- Interactive Discussion
- Individual and Group Activities

### **Proceedings**

The Workshop was chaired by **Dr. Rajdeep Deb**. It commenced with a self-introduction by the Facilitator, **Dr. Shekhar Kapoor (Training and Placement Officer, BSDU)**. He also urged the participants to introduce themselves in the chat. He conducted a session on the topic '**Re-imagining Youth Skills & Enhancing Leadership Qualities**'.

Later on, **Dr. Mredu Goyal** from the School of Entrepreneurship Skills, BSDU, took another session on Public Speaking.

### **About the Facilitators**

**Mr. Uday Singh** is a dynamic motivational speaker and a performance coach who has impacted the lives of more than one lakh individuals. He is a certified professional who focuses on mental health development and coaching through various techniques. Leadership, Public speaking, Managerial skills, Business skills, and Life management along with EFT (Emotional Freedom Techniques) are some of the areas he has expertise on. An NLP practitioner, internationally-certified trainer, Mr. Uday has worked with several organizations and educational institutions and has inspired individuals from students to senior executives of reputed firms.

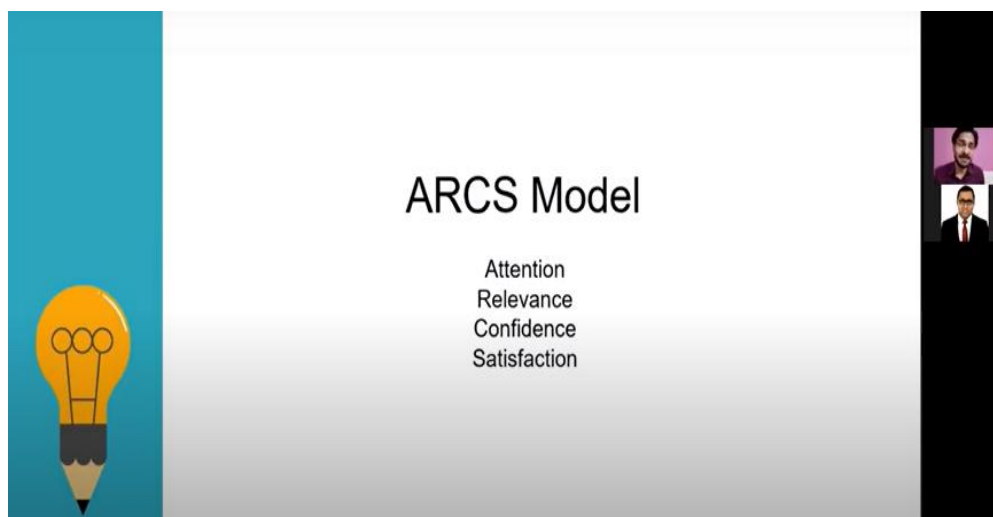
**Dr. Shekhar Kapoor** is a Certified Corporate Trainer and leading Motivational Speaker who has experience working with corporate houses, public companies and educational institutions for more than a decade. He is also the Training Placement Officer at BSDU, Jaipur. His competencies include public Speaking, Content Writing, Managing Operations, Teaching, Training & Motivational speaking.

**Dr. Mredu Goyal** is a distinguished faculty and a subject matter expert in the fields of Financial Accounting, Marketing Management, Marketing Research, Enterprise Creation & Development. She has a PhD in Commerce from the University of Rajasthan, and is an eminent academician. Her research papers have been published in journals of national and international acclaim. She is a faculty at the School of Entrepreneurship Skills, BSDU.

### Facilitation Session by Mr. Uday Singh

The session focussed on Public Speaking and Communication, and the Facilitator discussed at length on the major factors that play an important role in Public Speaking Skills. The following are the topics that were covered in the session:

- **18/40/60 Rule:** The Facilitator explained the attitudes of different age-groups in the audience and how they would apparently behave as an audience. The Facilitator explained how one should prepare for an audience that comprises of people from different age groups in order to create an impact.
- **ARCS Model:** The ARCS Model is a model for communication of ideas. It is the abbreviation of **Attention, Relevance, Confidence** and **Satisfaction**. The Facilitator emphasised upon the importance of these factors in a Public Speaker's speech and how they play an important role in the creating an impact in the audience.



*Screengrab from Mr. Uday Singh's session*

- **Burger Feedback:** The Burger Feedback is also a model of communication that is used to provide feedback in case someone asks for it. This concept was introduced by the Facilitator to the participants. Through this, he apprised the participants how they can provide feedback without creating an outright negative impact by accommodating positive remarks and also by highlighting areas of improvement.
- **3 P- Purpose People Practice:** Through this concept, the Facilitator conveyed that the 3 Ps are important for a Public Speaker to be relevant. One should know the

purpose of being in a space and with the people that he/she was a part of. To be successful, Public Speakers must regularly practice and look out of opportunities.

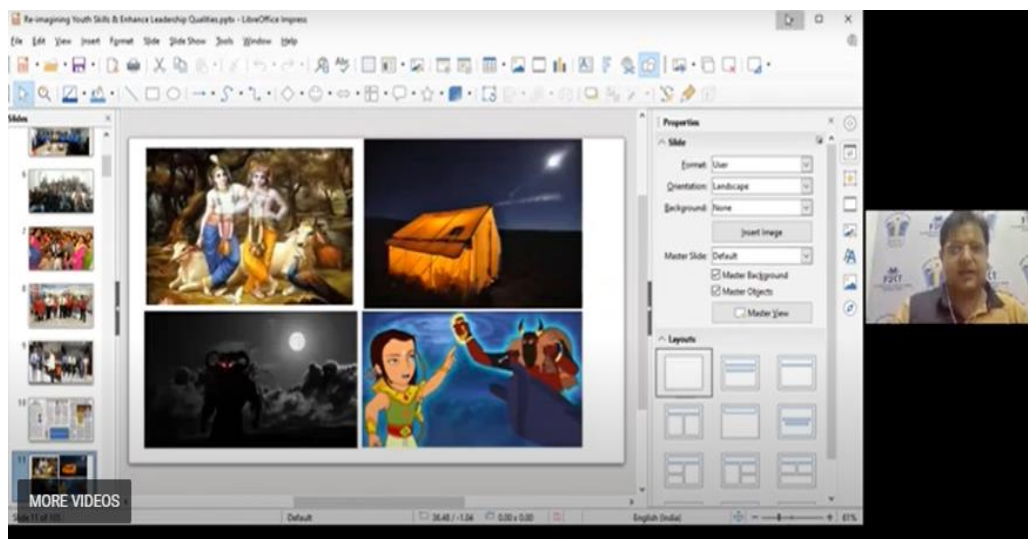
- **80/20 Principle:** In Public Speaking, the Facilitator, opines that 80 percent depends on the confidence and attitude of the speaker, and only 20 percent depends on the knowledge of an individual. Hence, he stressed that confidence is a vital cog in Public Speaking.
- **Words Per Minute:** In this topic, the Facilitator covered the topic on how an individual must pace his speech as per the needs of different situation to be impact. One needs to find the right balance between too fast and slow to express the emotions rightly. The WPM was explained as per the needs in different areas of work or profession.
- **Self-Assessment Quiz:** A Self-Assessment Quiz was provided by the Facilitator at the end of the sessions to help the participants to self-evaluate their Public Speaking Skills.

### **The Facilitation Session by Dr. Shekhar Kapoor**

The session started with the Facilitator discussing about the importance of Public Speaking skills. He explained how good Public Speaking Skills can play a vital role in creating an impact on another individual or an audience.

- **Story Telling:** He narrated a story of Lord Krishna and Balrama. The story was about how they spent a night in the forest and was attacked by a demon. With the story he explained that how one can face several challenges in life and that fear can limit an individual's abilities while on the other hand a confident individual would be able to surmount the challenges and emerge as a winner.
- **Public Speaking: 'Art of Communication':** The Facilitator explained communication skills comprise much more than mere words. According to studies, the impact factor of words in communication is just 5 percent while voice modulation creates an impact factor of 38 percent and body language creates an impact factor of 55 percent. Body languages comprises of different factors like gestures, expressions, eye contact etc. The Facilitator explained the basic definition and tenets of Public Speaking Skills.
- **Basic Skills for Public Speaking:** The Facilitator introduced the basic skills that are needed to develop effective Public Speaking abilities. He apprised the

participants regarding the need to prepare and plan for Public Speaking. He stressed upon the vitality of the positive non-verbal communication in Public Speaking. Factors like consistency of speech, fluency, attitudes and expressions were discussed at length. He also spoke about the importance of having fillers or back-up ideas and cited different examples on how to engage the audience. Special emphasis was also laid on what detrimental factors to avoid during Public Speaking. The importance of Practice and Rehearsal in effective Public Speaking was also stressed upon by the Facilitator.



*Screengrab from Dr. Shekhar's session*

- **Qualities of a Good Communicator/Trainer:** After discussing the core skills of Public Speaking, the Facilitator proceeded to discuss the qualities that are needed to become a good communicator or trainer. He stated that Content Mastery was the prime factor that contributed in making an effective communicator. Different factors such as handling people, ability to build rapport, displaying passion, 'dress-to-impress' etc. were also discussed by **Dr. Shekhar**.
- **Creating a Rapport with the Audience or Team:** The Facilitator then introduced a few activities that can essay an effective role in helping an individual to create a rapport with his team or audience. In this context, the Facilitator explained four ways (with examples) of engaging the audience.
  1. Ice-breakers
  2. Training Activities (an activity was conducted by the facilitator himself)
  3. Energizers

#### 4. Role Plays

- **Importance of Visuals:** The Facilitator explained to the participants that how pictorial representations or visual aids can be highly effective in create an impact on the audience. The basic factors to be taken care of while making a PowerPoint Presentation were explained during this phase.

#### The Facilitation Session by Dr. Mredu Goyal

**Dr. Mredu.** helped the participants with hands-on training and experience in her session on Public Speaking. Her session comprised of the following:

- **Story Telling:** With the help of a story of a room full of gifts, the Facilitator emphasised on the importance of Public Speaking to help an individual to express his/her self in the best possible way to others.
- **Activity 1: Self-evaluation-** The importance of getting out of the comfort zone to develop effective Public Speaking Skills was discussed by **Dr. Mredu.** She conducted an activity for the participants and urged them to answer a questionnaire with 8 questions that she had developed. Later, she asked the participants to evaluate themselves on a point scale. According to the points, each participant could find out how good their Public Speaking skills apparently were.



*Screengrab from Dr. Mredu's session*

- **Activity 2: Playing Kahoot-** The Facilitator urged the participants to play an online game called Kahoot which is a time-bound quiz game. The quiz was based



on Public Speaking etiquettes and had 10 questions. The questions were related to body language, utilisation of space, factors of speech etc.

- **Activity 3: Narrate a Story-** The Facilitator split the participants into two teams: Team A and Team B. Each team was given a photograph and the one of the team members had to narrate a story on the photograph for about two minutes.

### Queries and Answers

#### **Q1. How to overcome hesitation before going in front of an audience?**

Answer. To overcome hesitation, one needs to go in to Public Speaking arenas, spaces or events despite the challenges and fear that one faces.

#### **Q2. What is the best way to keep audience engaged, especially if they become restless?**

Answer. If engaging roles and responsibilities are given to the audience or students during a session, that can keep them engaged.

#### **Q3. As a teacher, how to be confident with students while conducting online classes?**

Answer. Students can be kept engaged by using different methods. Also, the teachers have to be confident with their online presentation skills and need to be technically sound.

#### **Q4. How to maintain confidence during Public Speaking?**

Answer. Confidence comes with experience and one needs to go out and talk. One needs to grab the chances and pitch themselves to speak in public.

### Closure

The Workshop culminated with a vote of thanks.

At the close of the sessions, **Dr. Rajdeep Deb** discussed the importance of Soft Skills and why should develop and hone it. He suggested that one can adopt different methods to develop and hone these skills; for example- by watching motivational speakers or similar content on YouTube. He emphasised on the main objectives of the workshop which in his opinion was to apprise the participants on why such skills should be inevitably developed. He also discussed the intent and aims of the Skill Carnival.

### Learning Input, Output & Outcome

- **Story Telling:** Using the method of story-telling, the Facilitators engaged the participants and discussed the fact that how important Public Speaking Skills and confidence can be. The participants are expected to realise the importance of possessing Public Speaking skills in today's context.

- **Public Speaking: ‘Art of Communication’:** The participants got apprised about how Public Speaking is an integral part of communicating with others. It improves both inter-personal and social relations of an individuals. The participants are expected to know about the basic factors that influence Public Speaking Skills.
- **Basic Skills for Public Speaking:** The participants were told about the basic skills that one has to acquire/possess to be an effective speaker. The important factors such as confidence, attitude, expression etc. were explained to help the participants understand the role that they essay in good speaking and communication skills.
- **Qualities of a Good Communicator/Trainer:** The qualities of a good leader or communicator were discussed with the participants and they are expected to realise the importance of keeping their team/audience engaged. This would help the participants become effective leaders or communicators in the future.
- **Creating a Rapport with the Audience or Team:** The participants have learned about different ways to build a rapport with their audience. Apparently, they should be able to employ these techniques during their public engagements with audiences. The participants were also taught ways to handle crisis situations during a public interaction.
- **Importance of Visuals:** With this discussion, the participants were informed about how visual aids and effects can create a massive impact in an audience. It is expected that the participants shall be able to use visual aids like PowerPoint Presentations during their upcoming public engagements.
- **Activity 1: Self-evaluation-** During the self-evaluation, the participants must have come across their strengths and weakness in Public Speaking. Their scores have apparently helped them evaluate that how good a Public Speaker. This evaluation should help them to try and hone their skills in the future.
- **Activity 2: Playing Kahoot-** Activity 2 will help the participants identify the factors that they might be detrimental in their public speaking skills. This would work as an awareness for them to keep a tab and rectify their mistakes in future.
- **Activity 3: Narrate a Story-**This activity helped the participants to get out of their comfort zones as they were given an opportunity to speak publicly. The speech was evaluated by the facilitator and this might have proved helpful for the participants to take note of vital factors in a Public Speaking session.

- **Facilitation Session by Mr. Uday Singh**

The session included apprising the participants about different aspects such as speech speed, attitude(s), confidence etc. that are integral for good Public Speaking Skills.

The participants have learned about these factors through all the three sessions and it is expected that they understand the importance of these factors in making good Public Speaking Skills; it is also expected that they are able use it effectively.

### **Reflections and Observation**

The Chair, the Facilitators and the participants observed in unison that good Public Speaking abilities can vastly help a person in different walks of life such as career, social relations etc. They are of the view that Public Speaking has become an important and undeniable factor in personality development and presentation. Hence, possessing this skillset occupies prime importance in the present scenario.

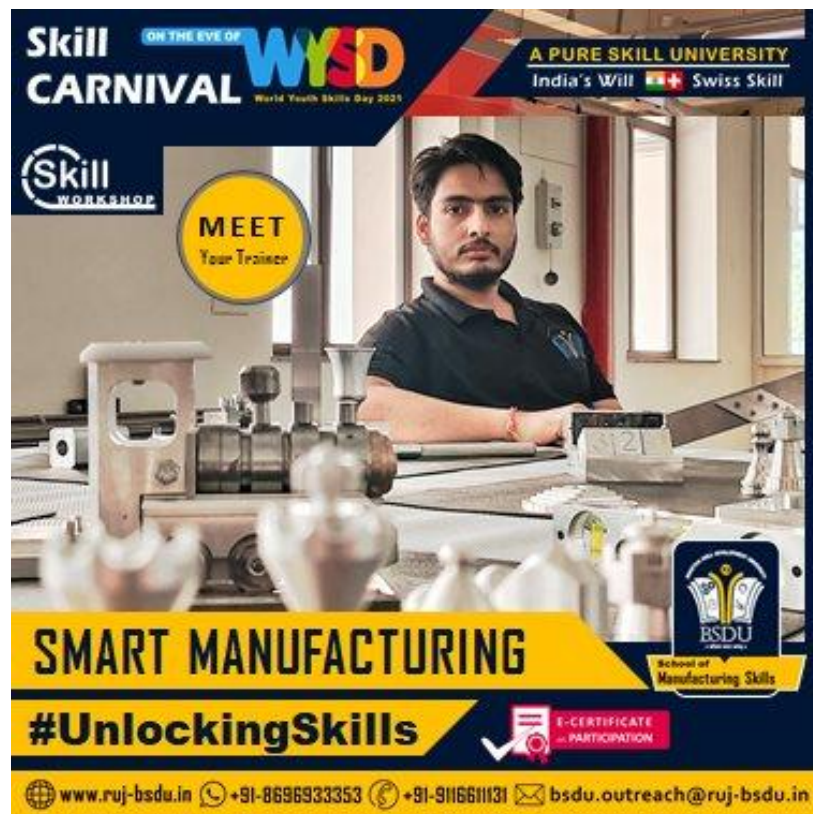
#### **4. Report of the Workshop on ‘Smart Manufacturing’** *Held on: 09<sup>th</sup> July 2021, Friday*

##### **Logical Rationale of the Theme of the Workshop**

**Smart Manufacturing** is a generally an umbrella term for a wide range of manufacturing functions that comprise of computer-integrated and computer-assisted manufacturing along with digital technical information. This sort of manufacturing has the advantages of rapid adaptability to prompt changes in designs or structures and also has a more flexible technical workforce training. Smart manufacturing has made it possible to cater to differing demands in production, and thus helps to optimise the chain of supply. It also ensures efficient production and promotes recyclability. This relatively new kind of manufacturing style bring together several of the modern-day technologies and harness the best of them. This ensures productivity without compromising on the efficient use of resources. The ‘smart’ technologies in the smart manufacturing movement include big data processing capacities, multi-scale dynamic modelling assisted by simulation, strong cyber security etc.

Smart Manufacturing is nothing less than a modern-day Industrial Revolution in a time where the world is facing an acute crisis of resources and the urgent to preserve the existing reserves. Smart Manufacturing also eliminates many work-site hazards and cuts down substantially on human errors.

Thus, one can assure that such a workshop is of prime importance to a potential workforce in today’s world or else they will be rendered outdated. Hence, the present workshop was driven by a strong logical rationale. The Workshop on- ‘**Smart Manufacturing**’ was conduction online on **09<sup>th</sup> July 2021** under the able expertise of **Mr. Hemant Sharma**.



### Objectives

- To introduce the concept of Smart Manufacturing to the participants and acquaint them with the different aspects therein
- To help the participants understand the relevance of modern-day technology and hence, the undeniable importance of Smart Manufacturing
- To acquaint them with tools that aid and assist Smart Manufacturing
- To help the participants upscale their technical acumen
- To help the participants get live demonstrations on designing and programming

### Topics

- Smart Manufacturing
- Key aspects of Industry 4.0
- Central Server System
- Industry 4.0 and India
- Impact of Industry 4.0 on India
- BSDU's contribution towards Industry 4.0 in India
- Practical demonstration of scale implementation of Industry 4.0

- Programming and Simulation in CNC

### **Methodology**

- Dissemination
- Sample Demonstrations
- PowerPoint Presentation
- Interactive Discussion

### **Proceedings**

The Workshop was chaired by **Dr. Rajdeep Deb (Principal, School of Entrepreneurship, BSDU)**. In his opening note, he discussed the relevance and importance of Smart Manufacturing in today's context and the integral functions that this modern-day revolution essays in the today's industrial space across the world. He then introduced the expert for the session, **Mr. Hemant Sharma**.

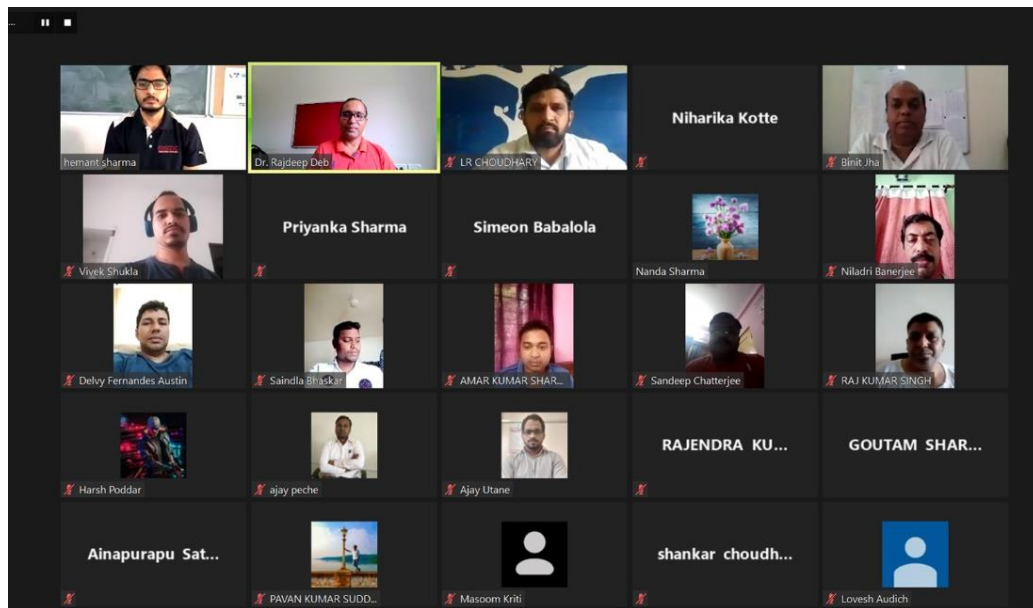
### **About the Expert**

*Mr. Hemant Sharma is a graduate in Mechanical Engineering from the Government College of Engineering, Bhilwara, Rajasthan. He has worked as a design engineer with RMC Switchgears, Jaipur in 2016. He realised that his sound skill set and his acumen in theoretical concepts is best suited to the skill development sector in the manufacturing industries. He then joined BSDU's one-year internship programme. He later took up a career in the same school. He has expertise in both conventional and CNC machining.*

### **The Facilitatory Session**

The Facilitation session started with **Mr. Hemant** giving an introduction to the concept of 'Manufacturing' in simple terms. He explained the basic definition and things related to the manufacturing industry. He demonstrated examples of different units of manufacturing units across India.

- **Manufacturing:** The facilitator discussed about the drastically changing picture of manufacturing units across the world, and more so in the context of India. He emphasised on the evolution of different factors such as tools, workplace, machinery, workforce, skillsets etc.



*Screengrab from Mr. Hemant's Session*

- **Smart Manufacturing:** Smart Manufacturing is referred to as **Industrial Revolution 4.0**, as the facilitator stated. He said that Smart Manufacturing is only a relatively new phenomenon. He discussed how different countries across the globe have already utilised it since 2013. He showed a flowchart that explained the evolution of the Industrial Revolution through different epochs of time. He traced the changes in each of the subsequent stages of the Industrial Revolution and showed how it came about with change in type of energy used, resources, workforce, production, technology etc. The transition from mechanical power (like animals or manual labour) to automated power was stated as one of the integral features responsible for evolution. The stand out feature of Industrial Revolution 4.0 is the advanced-level, fully-automated workforce. Examples of various aspects of the emerging forces in the smart manufacturing industry were cited.
- **Key aspects of Industry 4.0:** The facilitator explained the various aspects and features of Industry 4.0. He cited Cyber-physical systems, Internet of Things and Cloud Computing to be the integral features that make Industry 4.0 feasible. The importance of automated computing systems that share information with each other's interface was stressed upon. He also discussed cloud computing and the role it plays in data storage and processing.
- **Central Server System: Mr. Hemant** termed the central server system as the new face of the Manufacturing Industry after Industry 4.0. He discussed how the production process will change and how the human intervention in production will

change over time and then become completely nullified in the future. Robots and automated systems will take over. This will make production faster. He also explained quality control through the aid of VR.

- **Industry 4.0 and India:** The facilitator discussed the factors that drive India towards Industry 4.0. He discussed natural and human-induced factors that drive the cause. He brought to discussion how China's downfall as a manufacturing hub due to COVID-19 has opened chances for India. He discussed how the workforce in the Asian countries, especially in India is the target of leading companies in the world due to many factors such as cheap labour, consumer hub, availability of resources etc. But despite the chances, he stated, that India is at a slight disadvantage because a relative lack of skilled workforce. He also discussed about Government Public Private Enterprises and how they play an important role in the Industry 4.0 drive.
- **Impact of Industry 4.0 on India:** The major impact that was cited by the facilitator is the huge increment in the demand of skilled workforce in the country. He stressed how training a workforce and upskilling them is one of the major expenditures for a company. In addition to this, he explained the government's efforts to groom skilled workforce in the country through different initiatives like relief packages for MSME sector, Atmanirbhar Bharat Abhiyan, NEP 2020 etc. He demonstrated the facts and figures to cite that India has a very proportion of skilled workforce as compared to other countries across the world.
- **BSDU and other stakeholders' contribution towards Industry 4.0:** The facilitator discussed how BSDU has different dedicated schools pertaining to different skills. The multi-disciplinary approach adopted in the schools was cited as a major move towards preparing an individual towards Industry 4.0. He pointed out that BSDU has employed the NEP 2020 since 2015 in practicality.
- **Practical demonstration of scale implementation of Industry 4.0:** The facilitator the case of manufacturing a tape holder through different methods- the conventional one and the SMART CAD-CAM way. The conventional way of designing and production was explained by him. Then, proceeded to demonstrated how to manufacture the same tape holder by using SMART CAD-CAM method. He showed how the later expedites the production. The entire process was explained in detail by the facilitator by giving a live demonstration of designing.



The different operations and other features too were discussed and demonstrated elaborately.

### **Session on demonstration of programming a design in CNC**

There was a brief session which demonstrated how programme or code a design in CNC machining. The entire process of programming the design was discussed at length and all the features within were explained to the last detail. All the codes were explained by the facilitator. He also guided participants through the 3-D simulation view within the programming process.

### **Queries and Answers**

**Q1. Does one need to learn programming courses or codes like Java, Python etc. to come into the field of CNC machining?**

Answer. One does not need to learn such courses or codes to come into this field. But one should acquire a sound knowledge of the CAD-CAM or similar softwares.

**Q2. Are there online CAD and CAM courses in BSDU?**

Answer. There are six-month holistic training courses at BSDU that cover CAM and CAD too.

### **Closure**

A skill-quiz of 20 questions based on the session was released to the participants. Those who attempted the quiz could claim a participation certificate. The top-scorer was pledged a gift hamper by CEMCA and BSDU. A WhatsApp group for help was introduced to the participants. The Workshop culminated with a vote of thanks from **Dr. Rajdeep Deb**.

### **Learning Input, Output & Outcome**

- **Manufacturing and Smart Manufacturing:** The participants were introduced to the relatively new concept of Smart Manufacturing and how it differed from conventional manufacturing. It is expected that the participants understand the relevance of Smart Manufacturing and its impact in the times to come.
- **Key aspects of Industry 4.0:** The basic aspects and features that establish Industry 4.0 were explained to the participants. This means that they are acquainted to the

salient features of Industry 4.0, and can go further to understand the roles and evolution that are set to emerge in the industry in the times to come.

- **Central Server System:** The understanding of the Central Server System will enable the participants to realise the role that computer-assisted technology is going to play in the future. It will also give them a clear picture of the decreasing human intervention across industries.
- **Industry 4.0 and India:** The participants were apprised on how Industry 4.0 presence is being marked in the country and what are the key factors driving the emergence of this new kind of industry.
- **Impact of Industry 4.0 on India:** The participants must have got a clear picture how Industry 4.0 is emerging in the country and the need to gear for this emerging change that is vital in the building of a large and stable skilled workforce in the country.
- **BSDU's contribution towards Industry 4.0 in India:** The contribution of BSDU and similar institutions in developing a strong, skilled workforce in the country was explained to the participants. The initiatives and vision of BSDU in line with the national ambition were highlighted.
- **Practical demonstration of scale implementation of Industry 4.0:** The practical demonstration done by the facilitator will help the participants get a step-by-step guidance of how to design/manufacture a product using CAM-CAD and how it betters the conventional method by saving time.
- **Programming and Simulation in CNC:** The programming and simulation session will help the participants to have a real-time, hands-on experience about coding a design into CNC machining in order to manufacture a product. The participants must have benefited from the in-depth demonstration.

### **Reflections and Observation**

The team and participants from BSDU observed during the discussion post the facilitatory session that such a Workshop was relevant as the emerging generation or workforce in the country should know more about the emerging and evolving nature of the manufacturing industry. This Workshop would help aspiring individuals upskill them or find a path towards a better career that breaks away from the clutches of conventional industrial forces

## **5. Report of the Workshop on ‘Video Resume Making’** ***Held on: 13<sup>th</sup> July 2021, Tuesday***

### **Logical Rationale of the Theme of the Workshop**

A good resume plays a quintessential role in giving a candidate an edge over his/her counterparts in the procedures of applying to a position in any organisation. The resume is the initial contact point with the employer/recruiter and therefore, an excellent resume is necessary to sell one’s skills and grab the attention of the employer.

In a fast-paced world that is switching to the digital space faster than ever before, resumes too have evolved from paper-based to digital text to audio and the latest in today’s scenario is the **Video Resume**. There are many reasons for this evolution and the strongest of the driving forces lately has the COVID-19 pandemic that forced employers and employees, world over, to desperately switch to a digital workspace.

Video Resume serves as an excellent tool to showcase one’s soft skills and personality to the employer. In today’s circumstances, the candidates who present a video resume are mostly likely to be shortlisted by an employer/recruiter over a candidate who applies for the same position through Text Resume.

The Workshop was organised with the intent to apprise the participants about creating an effective Video Resume by acquainting them to the important factors that have to be taken care of while making a Resume. The facilitators introduced the participants to the latest techniques that would play a crucial role in helping them outplay their competitors while applying for a position.

Thus, one can assure that such a workshop was the need of the hour and it was driven by a strong logical rationale. The Workshop- ‘**Video Resume: Its Needs, Types and Benefits**’ was conducted online from 2:00 PM to 4:00 PM on **13<sup>th</sup> July 2021** under the able guidance of the eminent expert, **Shri. Shailesh Thakkar** and his team.



### Objectives

- To introduce the concept of **Video Resume** to the participants
- To help the participants differentiate between **Resume, Curriculum Vitae** and **Bio-Data** (if any)
- To apprise the participants about the different types of **Resumes**
- To disseminate information regarding the **Needs, Types** and **Benefits** of a **Video Resume**
- To encourage the participants to create their own **Video/Blended Resume**

### Topics

- Background or context to the **Resume**
- Differences and commonalities between **Resume, Curriculum Vitae** and **Bio-data**
- Importance of Video Resume in Grabbing the attention of the employer
- Innovative ideas to showcase individual skills and remain relevant in the scheme of things
- How to make a Resume relevant and what are the necessary information unique to different lines of occupation
- Blended Resume

### Methodology

- Dissemination
- Sample Demonstrations
- PowerPoint Presentation
- Interactive Discussion

### Proceedings

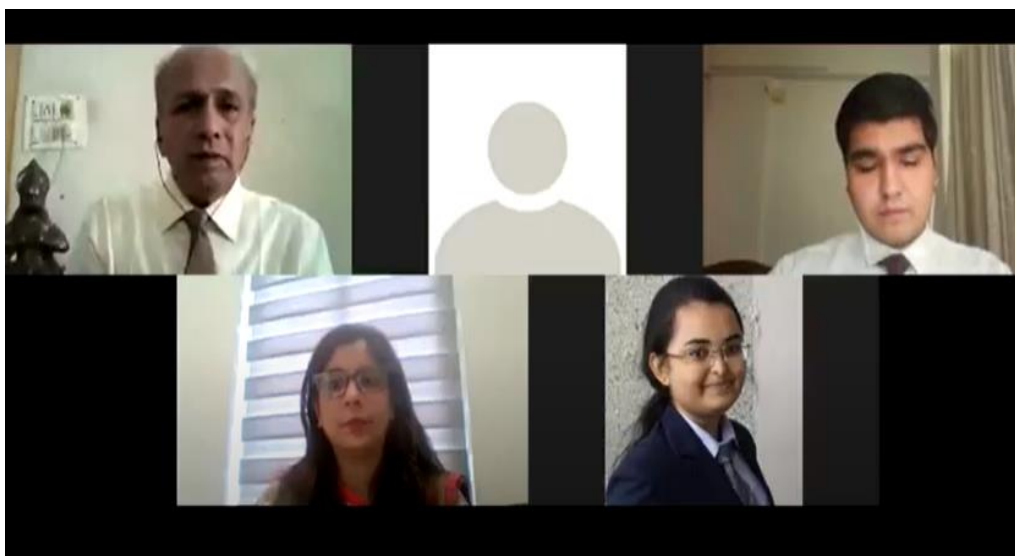
The Workshop commenced with an opening remark by the Meeting Coordinator from BSDU. She introduced **Shri. Shailesh Thakkar** who was the esteemed guest speaker for the session.

*Shri. Shailesh Thakkar* hails from Baroda, Gujarat and is a well-acclaimed personality with 37 years of experience in industry and skills. He is a pioneer in the development of Visual Resume and Video Interaction across the globe since 2012. He has a rich

*experience of more than 20 years in the fields of consultancy, coaching and skilling. Till date, he has trained more than 20,000 students from over 100 prestigious institutions across the country on enhancing employability. He has produced his own videos related to Professional Incubation Programme, Campus-to-Corporate Programme and Placement Empowerment Programme. He has the reputation of working as the CEO of SCOPE, a Govt. of Gujarat Skill initiative. He is currently working as a consulting and coaching expert.*

### **The Facilitatory Session**

Shri. Shailesh Thakkar started his session with an introductory note about himself. Later, he went to discuss briefly about the differences and commonalities between a Resume, Curriculum Vitae and Bio-data. During the session, he shared his own experience with the participants and made sure that the session proceeded in an interactive manner. He emphasised on the need to develop innovative ideas in order to grab the attention of an employer or recruiter. He was of the opinion that educational qualification is the foundation on which one should develop a super-structure with the help of tools like Video Resume to gain a crucial edge over competitors.



*Screengrab from Mr. Shailesh Thakkar's session*

- **Clarifying the difference between Bio-data, Curriculum Vitae and Resume:**  
In simple words, the facilitator, **Shri. Shailesh Thakkar** helped the participants discern between Bio-data, Curriculum Vitae and Resume. He pointed out the unique requirements of different lines of profession. For instance, he remarked

that while applying for a position in a corporate organisation, biological details like height, weight etc. do not matter as much as the skillset of a candidate, whereas for a position in Safety responsibilities, these biological details do matter.

He described **Bio-Data** simply as a compilation of an individual's biological factors such as age, height, weight etc.

He went on to discuss the etymology of the term '**Curriculum Vitae**' and located its base in Latin where 'Curriculum' meant a course (related to academic information) and 'Vitae' meant 'pertaining to life; in essence, it means 'information pertaining to academic life'. Hence, in a CV, one is supposed to present his academic achievements elaborately. He remarked that corporates generally do not look out for such details, but for opportunities in academic profession, CV becomes important.

He traced the origin of the word '**Resume**' to Latin, which means 'a short summary'. The facilitator discussed elaborately the contents that must be incorporated within one's Resume.

In concise, the facilitator stated that a **Bio-data** is relevant for profession like Army Services, a **CV** is relevant for academic professions and likewise, and a **Resume** is relevant for the corporate sector.

- **Introducing the concept of Resume and its types:** After the initial topic, the facilitator introduced the concept of Resume and its types. He discussed the advantages of a **one-minute Resume** over a **one-page Resume**.

During the session, the facilitator and his team introduced the participants to the concept of a **two-column Resume** in comparison to the conventional one-page Resume; the team showed the sample of a two column Resume of a fresher. Then facilitator emphasised on the importance of incorporating a formal passport-size photograph within the Resume. He remarked that corporates have a keen eye for the **soft skills (team-work, leadership, initiative, good IQ and EQ, communication skills, management or organisation skills etc)** of a candidate and hence, highlighting the soft skills is important. He also briefly discussed the other importance factors that need to feature in a one-page Resume like **Strengths, Contact Details, Signature** etc.

Next, the facilitator introduced the concept of **three-column Resume** by showing a sample of his own Resume (three-column, three page). He remarked that such type of a Resume becomes relevant when one has to present a lot of information concisely. He showed how photographs and supportive text can add significantly to the impact of a Resume.

Later, the facilitator also showed the sample of a **two-column Resume** of an experienced candidate. He remarked that how stating the 'Objective or Mission' is important for an experienced candidate. Then, the facilitator went ahead to differentiate the **Curriculum Vitae** and **Resume** of the same candidate who is applying in different lines of profession, for instance- Academics and Corporate.

- **Discussing the Video Resume:** While discussing the Video Resume, the facilitator emphasised on the importance of a Video Resume in the context of *buying* and *selling* an individual's skill set in the job market. The facilitator remarked that Video Resume is the *brochure* of a candidate in a job market that essays the role of an *ambassador* in the absence of the candidate and aids as a *screening tool* during the competitive phase because a Resume is the first and foremost screening factor in recruitment.

He stated the aesthetic presentation of the individual in a Resume is a decisive factor that is as important as the individual's accomplishments.

- **Importance of a Digital/Visual/Video Resume:** A Video Resume should be created and uploaded in YouTube and its link should be attached to the cover letter while applying for a position. This will enhance the chances of the recruiter/employer to shortlist that specific candidate in the initial stages itself as it will grab their attention quickly even before they proceed to viewing the text Resume. In a one-minute Visual Resume, a candidate can convey a lot of information precisely.
- **Creating and proceeding a Digital/Visual/Video Resume:** To help the participants better comprehend better, the facilitating team gave a live demonstration on how to create a Visual Resume. **Mr. Prajit Kaboo** (facilitating team) converted his two-column MS Word Resume to a Visual Resume on MS PowerPoint.

Then, he proceeded to convert the PPT presentation to a Video Resume. The following are steps suggested to create a Video Resume:

1. Download and add a non-copyright audio (from a website or channel) to the Video Resume as it has to be uploaded on social media and therefore must not be struck down by copyright infringement.
2. Setting up subtle transitions between the slides of the PPT presentation to prevent it from looking too flashy.
3. The ideal time for a Video Resume is **one minute**. So, 10-12 slides with a time span of five seconds each is considered apt for the purpose.
4. Once, this is done, one has to convert the PPT to a video. There are two ways to do this. One can either save the PPT presentation in the .wmv format but this option is not available in the older versions of MS Office. The second option is to go to 'Save and Send' option and then selecting 'Create a Video'.
5. Upload the Video Resume on YouTube and copy the video's link.
6. Attach the link in the Word Document of the Resume and also in the cover letter.

Marking one's presence on social media is important in today's world while applying for most positions and therefore a Video Resume on a social media or networking site vastly boosts the chances of being shortlisted.

Further, the facilitating team displayed another sample of a Video Resume of an experienced candidate that was developed from her CV.

- **Concept of Blended Resume:** The facilitator and his team further went on to introduce a blended version of **Video Interaction** (Video Interaction is a process to talk to a potential employer) and **Video Resume** in the context of an experienced candidate applying for a position. For this, a sample of a candidate's Blended Resume was shown to the participants. In this scenario, the facilitator remarked that an experienced candidate should never state that he/she is looking desperately for opportunities, but rather is simply looking for a better position for progress in career.

To create a Blended Resume, there are a few steps. First is to create a Word Document of the Resume, then create a Video Resume, shoot a Video of the candidate, and finally merge all these elements into a blended whole.

An experienced candidate can create a Video Interaction on a monthly basis and upload the same on websites like LinkedIn, which has become very important in



the modern-day scenario. A fresher can create a Video Interaction and preferably not create a blended version to keep it subtle.

There are different ways to create a Blended Resume.

1. Blending Visual Resume details within speech (video)
2. Blending the video and skills in the PPT itself.
3. Talking to an employer (video) and attaching visual resume at the end.

### **Queries and Answers**

#### **Q1. With regards to physical appearance and presentation, what all things need to be taken care of? (BSDU Meeting Coordinator on behalf of students)**

Answer. The attire should be strictly formal with a tie, and preferably a suit. The video can be shot from any decent camera including that of a smartphone and can be edited any free/paid editing software. It ideally takes around an hour to shoot a video interaction.

#### **Q2. What about the scripts during a video interaction? (General Query, from the facilitator)**

Answer. One can be impromptu but it is better to have a script.

### **Closure**

The Workshop culminated with a vote of thanks from the BSDU team.

### **Learning Input, Output & Outcome**

- **Clarifying the difference between Bio-Data, Curriculum Vitae and Resume:**

The participants were able to identify the basic differences between Bio-Data, Curriculum Vitae and Resume. The salient features of each were elaborately discussed.

It is expected that the participants will be able to employ any of the above mentioned as per the needs of the position they are applying for.

- **Introducing the concept of Resume and its types:** There are many types of Resumes and one must be acquainted with them. Today, the text Resume has rather become ineffective and the workforce is upskilling themselves towards new emerging forms.

One expects that the participants will be able to switch to Column Resumes from the old, conventional styles.

- **Discussing the Video Resume:** The basic features of the Video Resume were introduced to the participants and the different roles that it can essay during the application process of a candidate.

The participants are expected to hence understand the need to create a Video Resume in the present scenario.

- **Importance of a Digital/Visual/Video Resume:** Having a Video Resume helps the candidates to gain an edge over their competitors and can therefore can be crucial. It can mark the presence of a candidate on social media and social networking sites. It can grab the attention of an employer/recruiter quickly and boost the chances of being shortlisted.

After realising the significance of the Video Resume, one is expected to mark their presence across different networks to enhance their chances of employability.

- **Creating and proceeding a Digital/Visual/Video Resume:** The participants were taught how to create a Video Resume for themselves on their own. The steps were broken down in an easy-to-follow manner to help the participants to feel confident to create a Video Resume of their own.

One expects that the impact of the session will be such that each participant would be smoothly able to create a Video Resume without facing much trouble.

- **Concept of Blended Resume:** The concepts of Blended Resume and its different types were introduced to the participants. Sample of a variety of candidates were displayed to elaborate the types.

The participants must hereafter be able to identify the different types and select the apt one that would suit their profile while they create their own version of a Blended Resume.

### **Reflections and Observation**

The team and participants from BSDU observed during the discussion post the facilitatory session that such a Workshop was the need of the hour as upskilling has become a very important aspect to remain in the scheme of things amidst today's cut-throat competitive circumstances. Every participants/learner must be able to upscale their skillset as per the demands of the job market.

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## **CONCLUSION**

The Skills Carnival was a mega-event that was successfully organised by CEMCA in association with BSDU. A total of **1310** participants from around the world joined the Workshops that were organised as a part of the Skills Carnival 2021. The planning, build-up and execution was impeccable to the last bit. Such an online event in these times is important in reaching out to the youth and apprising them of the possibilities that lie ahead of them in the changing economic and labour scenarios around the world. The workforce must learn about the developments and must be able to upskill themselves as per the evolving workspaces.

All the stakeholders including experts, mentors, officials, staff and the participants essayed salient roles in contributing to the success of this event.