

Communication
Interview Skills 1- Greeting, Introducing Yourself
Lesson Plan

<p><u>Objective:</u> Participants will be able to understand and practice basics of interview skills</p> <ul style="list-style-type: none"> ● Greeting - What to say when you meet the hiring manager ● Responding to greeting- Addressing people ● Introducing yourself- Stating information related to one’s identity ● Seeking Introduction 	
<p><u>Total Time:</u> 90 Minutes</p>	
<p><u>Material required:</u> NA</p>	
<p><u>Instructor Note:</u> This session is the beginning of interview skills sessions. After learning and practicing basic conversations in different formats, our participants will now understand and practice interview specific phrases, etiquette and skills</p>	
<p><u>Opening Protocol:</u></p> <ul style="list-style-type: none"> ● Greet the participants ● Take attendance ● In pairs, ask participants to share with each other how they are feeling ● Recap the previous session by asking 1-2 participants to share with the class, what they learnt and did in the previous session 	<p>5 Minutes</p>
<p><u>Opening Activity:</u></p> <ul style="list-style-type: none"> ● Ask participants, “what do you understand by first impressions? Can you share any examples of good or bad first impressions someone made on you?” ● Take 2-3 responses ● Tell them, first impressions can play a major role in how an interviewer perceives you as a candidate. ● Tell the learners that in this session they will be practicing how to establish an impressive first contact with a prospective employer by greeting and introducing themselves appropriately. 	<p>10 Minutes</p>
<p><u>Concept discussion and demonstration:</u> <u>Demonstration:</u></p> <ul style="list-style-type: none"> ● Ask 4 learners to volunteer for a role play-demonstration ● Ask Learner 1 to be the receptionist, Learner 2 to be the secretary and Learner 3 to be the hiring manager and Learner 4 to be the candidate for the interview. ● Tell them that to demonstrate in 2 minutes how these 4 characters will interact with each other (ideally using English language). Give them 2 minutes for this ● Once this demonstration is over, give all the participants in the class to take 5 minutes to share their observations 	<p>20 Minutes</p>

<p><u>Concept Discussion:</u></p> <ul style="list-style-type: none"> ● Divide the entire class in 3 groups and ask them to open their handbooks ● Ask group 1 to read the verbal tips, group 2 to read the Non-verbal tips and group 3 to read the other tips ● Give them 10 minutes to go through the reading material and discuss internally. Tell them that after 10 minutes one representative from each group will summarise the discussion in front of the class ● Get the representatives to summarize one by one and end the activity. When representatives summarise the concept, involve other students by asking questions to check for understanding 	
<p><u>Activity 1: Role Play- First Impression</u></p> <ul style="list-style-type: none"> ● When you go for an interview and greet someone what are the things you should take care of?” <p>Make groups of 4 through a number drill and ask learners to sit with their groups.</p> <p>Give the following instructions for the activity:</p> <ul style="list-style-type: none"> ● Each group will create a script and then dramatize a role play. ● The role play should consist of four characters: <ul style="list-style-type: none"> ○ The candidate appearing for an interview ○ A receptionist ○ A secretary ○ Hiring Manager ● The script will be around the interactions of the candidate with the three characters ● The dialogues will focus on greetings and introductions. ● You have 10 minutes to complete this task. <ul style="list-style-type: none"> ● After 10 minutes, ask each group to come forward and dramatize their role play. ● At the end of each presentation, any two groups (or more if time permits) will give feedback in the form of: <ul style="list-style-type: none"> ○ One thing the candidate could have done better. ○ One thing that the candidate did well ● Signal the start of the activity ● Make a note of any common errors encountered ● Signal the end of the activity after all groups have presented their role plays and call the entire group back together for the debrief. Share common mistakes they made and suggestions to improve 	<p>50 Minutes</p>

<p><u>Closing Protocol:</u></p> <ul style="list-style-type: none">● Thank the participants for their time● Announce the next time you will be visiting them● Share the topic of the next session● Collect 1-2 most interesting activity sheets/artefacts from students and show to Nodal officer and institution head after session● Click pictures of the artefacts for documentation	5 Minutes
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Communication
Interview Skills 2- Talking About Skills, Interest & Experience
Lesson Plan

<u>Objective:</u> Participants will be able to understand and practise talking about their skills, experience and interests in interview	
<u>Total Time:</u> 90 Minutes	
<u>Material required:</u> NA	
<u>Instructor Note:</u> After practising greetings, introductions and basic etiquette for effective participation in interviews, participants will now practise talking about their skills, experiences, interests and hobbies in the interview setting. This session should make them more confident and ready for interviews.	
<u>Opening Protocol:</u> <ul style="list-style-type: none"> ● Greet the participants ● Take attendance ● In pairs, ask participants to share with each other how they are feeling ● Recap the previous session by asking 1-2 participants to share with the class, what they learnt and did in the previous session 	5 Minutes
<u>Opening Activity:</u> <ul style="list-style-type: none"> ● Ask the participants, “During an interview when you are asked questions about your skills, interests and experience what is the interviewer looking for?” ● Take 2-3 responses ● Tell the learners that in this session they will be practicing how to answer questions about their skills, experience and interests during an interview. 	5 Minutes
<u>Activity 1: An ideal candidate</u> <ul style="list-style-type: none"> ● Make groups of 4 through a number drill and ask learners to sit with their groups. ● Each group will create a list of skills, interests and experience for an ideal candidate and a candidate who is not suitable for the placement. They can use any group member’s handbook for making this list. They will need to go to activity named “an ideal candidate” for this 	15 Minutes

<ul style="list-style-type: none"> ● Each box should have a maximum of four points listed. ● Give them 10 minutes to complete the activity ● Signal the start of the activity and assist struggling candidates ● Make a note of any common errors encountered ● Signal the end of the activity after 10 minutes ● Ask group representatives to sit together for 5 minutes and make a common list on the board ● Relate this common list from the participants with 21st century skills that they are practicing in this course like communication, collaboration, adaptability, learning agility, self management etc. 	
<p><u>Concept discussion:</u></p> <ul style="list-style-type: none"> ● Divide the entire class in 2 groups and ask them to open their handbooks ● Ask group 1 to read the section “how to respond to questions about hobbies and interests” and group 2 to read “how to respond to questions about experience/project/internship” ● Give them 10 minutes to go through the reading material and discuss internally. Tell them that after 10 minutes one representative from each group will summarise the discussion in front of the class ● Get the representatives to summarize one by one and end the activity. When representatives summarise the concept, involve other students by asking questions to check for understanding 	<p>15 minutes</p>
<p><u>Activity 2:</u></p> <ul style="list-style-type: none"> ● Divide students in groups of 4 ● Give the following instructions for the activity: <ul style="list-style-type: none"> - Each group is going to create a panel of interviewers for each other - The panel will call one interviewee at a time and they will have to introduce themselves followed by talking about their skills, interests and work experience/internship(if applicable). - Each interviewee will spend 5 minutes for interview - After a person is done with the interview, the panel will spend 2 minutes in giving him/her feedback - The groups will swap roles internally and restart the activity till everyone has had a chance to play the roles of an interviewer and interviewee. - The panel will score each candidate on the following points from 1-5. 	<p>35 Minutes</p>

<ul style="list-style-type: none"> ○ Confidence ○ Body Language ○ Greeting and introduction ○ Relevance of Skills to the Job ○ Relevance of Interests/hobbies to the Job ○ Relevance of Experience to the Job ○ Connection established between Skills, interests and experience. <ul style="list-style-type: none"> ● Signal the start of the activity ● Make a note of any common errors encountered ● Signal the end of the activity after all groups have completed the simulation 	
<p><u>Debrief:</u></p> <ul style="list-style-type: none"> ● Have all the students back at a place and ask them to share their experience and common mistakes that they or their group members made. ● Share your observations and suggestions as well. ● Suggest students to think about their hobbies, interests and past work experience(if any) and articulate that well in the handbook 	<p>10 minutes</p>
<p><u>Closing Protocol:</u></p> <ul style="list-style-type: none"> ● Thank the participants for their time ● Announce the next time you will be visiting them ● Share the topic of the next session ● Collect 1-2 most interesting activity sheets/artefacts from students and show to Nodal officer and institution head after session ● Click pictures of the artefacts for documentation 	<p>5 Minutes</p>

Communication
Interview Skills- Answering Questions
Lesson Plan

<p><u>Objective:</u></p> <p>Participants will be able to practise answering different interview questions</p> <ul style="list-style-type: none"> ● Questions About You ● Questions About Salary expectations ● Questions About Your Qualifications 	
<p><u>Total Time:</u> 90 Minutes</p>	
<p><u>Material required:</u></p> <p>White board and marker</p>	
<p><u>Instructor Note:</u></p> <p>After learning how to present information about self in the interview, participants will now learn how to answer the interviewer's questions. Spontaneity, confidence, clarity of thoughts, articulation and self-awareness will help students perform better in the interviews. This session should give them a chance to practise answering some common interview questions.</p>	
<p><u>Opening Protocol:</u></p> <ul style="list-style-type: none"> ● Greet the participants ● Take attendance ● In pairs, ask participants to share with each other how they are feeling ● Recap the previous session by asking 1-2 participants to share with the class, what they learnt and did in the previous session 	<p>5 Minutes</p>
<p><u>Opening Activity:</u></p> <ul style="list-style-type: none"> ● Ask, “during an interview how should you answer the following: <ul style="list-style-type: none"> ○ Questions About You ○ Questions About Salary ○ Questions About Your Qualifications ○ Interview Questions About Your experience/ Resume” ● Take few responses ● Explain- <p>A good answer to these questions will be to the point, bringing in your strengths and your work history and a bad answer will be too long, talking too much about your personal life and not at all about anything related to this job. In every answer you should find a way to tell the interviewer something good about you</p> <ul style="list-style-type: none"> ● Tell the learners that in this session they will be practising how to answer questions about their skills, experience and interests during an interview. 	<p>10 Minutes</p>
<p><u>Activity 1: Good and Bad Answers</u></p> <ul style="list-style-type: none"> ● Make groups of 4 through a number drill and ask learners to sit with their groups. ● Give 15 minutes to each group and ask them to write a good answer and a bad answer for the following questions: 	<p>30 Minutes</p>

<ul style="list-style-type: none"> ○ Tell me about yourself? ○ What are you expecting in terms of your salary? ○ What are your qualifications? ○ Tell me about a successful experience you had on a job/internship? ○ Can you walk me through your resume? <ul style="list-style-type: none"> ● Students can use a handbook to write these answers ● Signal the start of the activity and assist struggling candidates ● Make a note of any common errors encountered ● Signal the end of the activity after 15 minutes and call the entire group back together for the debrief. ● Ask each group to share their answers for each question. Note some unique answers on the board and discuss them 	
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<p><u>Activity 2:</u></p> <ul style="list-style-type: none"> ● Ask learners to remain in the groups that did the previous activity. ● Each group is going to create a panel of 3 interviewers and 1 interviewee. ● The panel will call one interviewee at a time and they will have to introduce themselves followed by answering the following questions: <ul style="list-style-type: none"> ○ Tell me about yourself ○ What are you expecting in terms of your salary? ○ What are your qualifications? ○ Tell about a successful experience you had on a job. ○ Can you walk me through your resume? ● The panel will score each candidate on the following points from 1-5. <ul style="list-style-type: none"> ○ Confidence ○ Body Language ○ Greeting and introduction ○ Answer to ‘Tell me about yourself’ ○ Answer to ‘What are you expecting in terms of your salary?’ ○ Answer to ‘What are your qualifications?’ ○ Answer to ‘Tell us about a successful experience you had on a job.’ ○ Answer to ‘Can you walk me through your resume?’ ○ Connection established between Skills, interests and experience. ● Give them 20 minutes for this activity. ● Signal the start of the activity ● Make a note of any common errors encountered ● Signal the end of the activity after all groups have completed the simulation ● Ask each group to share their answers for each question. Pick the best 	<p>40 Minutes</p>
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answer and write that on the board-		
Question: Tell me about yourself.		
Group Number	Best Answer	
Group A	_____	
<u>Closing Protocol:</u> <ul style="list-style-type: none"> ● Thank the participants for their time ● Announce the next time you will be visiting them ● Share the topic of the next session ● Collect 1-2 most interesting activity sheets/artefacts from students and show to Nodal officer and institution head after session ● Click pictures of the artefacts for documentation 		5 Minutes