

# Quarterly Newsletter

**October to December 2020** 

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#### Leadership Skills

A session on Leadership Skills was organized for the SMART Project students by the employees of KPMG. The session focused on meaning and importance of leadership, qualities of a successful leader etc with the help of examples, activities and quizzes. Some of the key take-aways of the session were being an active listener, being empathetic, clear communication, accepting feedback and taking out time to do things for oneself.



### **Problem Solving Technique**

LinkedIn Corporation and Firedotfly conducted a session on Problem Solving Techniques for SF-LinkedIn students of Bandra. The session focussed on how to effectively deal with problems and come up with out of the box solutions. A common problem faced by most people was put forth. Students had to understand the nature of the problem and then provide plausible solutions to the problem. The key takeaway from the session was that a pragmatic approach to any situation will always result in seeking solutions to problems.



#### 'Joy of Giving'

October is the 'Joy of Giving' week. The I Learn- I Earn project organized a webinar on learning Basic Indian Sign Language for LTI employees. 80 LTI employees enthusiastically participated for this event. The sign language segment was covered by the trainers of the project, Ms. Geeta, Ms. Rohini and Ms. Ruksana who taught basic and advanced Indian Sign Language. Ms. Amruta Indulkar, an alumnus of I Learn - I Earn shared her journey of Empowerment.



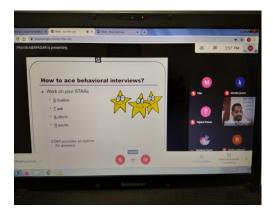
#### World Disability Day

During the World Disability Week, Sujaya Foundation showed its specially-abled students some videos of people with inspirational special abilities who have made a mark in Sports, Arts and other fields. They were encouraged to work harder by focusing on their abilities! Along with this Sujaya Foundation also conducted a webinar on International Human Rights Day in partnership with Ummeed Child Development Centre's Social work team. Parents of youth with special abilities from all the projects attended this session. It was an informative session about the rights of people with disabilities under the Act. They also explained various schemes that one can avail! It was an engaging and an informative session.



#### **Interview Skills**

Tata Motors conducted a session on Successful Interviews for the SF LinkedIn students. The students were mentored on a one to one basis on various aspects like resume preparation, most likely questions, appropriate body language and the importance of being well informed.



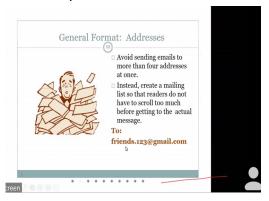
Financial Literacy

A financial literacy programme was conducted by Reliance Foundation to teach the students of Sujaya Foundation about the importance of Financial literacy. The session focused on various tax saving investment options and other investment products available in the market.



#### Email Etiquette

A session on Email Etiquette was organised for SMART Project students TMF Ms. Aishwarya Garg, HR, Trainer from Reliance Retail. She taught students the do's and dont's in emails, how to professional email, common mistakes to be avoided. highlight how tο importance emails, attachments, how to address an email, draft a subject line, character spacing, etc by practical demonstration and examples. The students gained an insights on how to correctly draft an email.



#### **Employee Engagement Program**

A session on Workplace Etiquette was organized by Mr. Faaize Qureshi, Recruiter, Vibgyor Recruitment for the Smile Twin e-learning Programme (STeP) students of Chembur. The session focussed on expected social behavior in a workplace. The students learned more about dress code, time management, helping co-workers etc



Chinmay Naik has physical disability, he stayed at Vasai and completed his Masters in Accountancy. He is an opportunist and an optimistic person. Chinmay has an experience of 3 years in Accounts. Due to the pandemic he lost his job. He joined the I Learn- I Earn project to secure a job and data management skills. His dedication and hard work made him even more confident. Post completion of his training he was placed as an Analyst with a reputed firm.

Chinmay says, "I am grateful to the I Learn- I Earn team for helping me find a job amidst this crisis situation. I am so happy that I can again be financially independent and work in a reputed company".

