



Get-The-Edge

A Soft Skills, Life Skills & Placement Training Workshop

My Script

(The Name of this Online Workbook)

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Agreement for Get the Edge

The purpose of this agreement is to help you get the most benefits from the Get the Edge program. By committing to this agreement, you will be able to reach your personal and professional goals. Your contribution will benefit everyone involved.

1. I promise to fully participate in the program.
2. I promise to avoid using my mobile phone out of respect for myself and other participants.
3. I promise to step out of my comfort zone and embrace growth by stretching myself.
4. I promise to be punctual for the sessions, as it shows respect for everyone attending, including myself.
5. I promise to show respect and cooperate with others by joining in the applause.
6. I promise to be friendly and contribute to the well-being of others.
7. I promise to attend every session.
8. I promise to keep an open mind and not express any apprehension towards the input and activities.
9. I promise to give my full attention to the speaker and avoid engaging in side conversations.
10. I promise to follow the speaker's instructions and only refer to "My Script" as directed, without looking at it in advance.
11. I promise to share illustrations and ask questions for the growth of myself and others.
12. I promise to seek ways to apply general principles or ideas to my own life.
13. I promise to think of ways to share ideas with my team members.
14. I promise to give 100% effort in every activity, discussion, and session during the program.
15. I promise to work efficiently and fully engage in the program.
16. I strongly promise to keep "My Script" confidential and not show it to anyone in my life.

I commit to abide by this Agreement for Get the Edge because I genuinely believe that following these commitments will help me gain an advantage in my life.



[Fill this form as Your Signature](#)

Table of Content

Serial No.	Topic	Go to Page
1.	Building a Strong Team - Fostering Collaboration and Teamwork	6
2.	Nurturing Connections: The Art of Human Relationships	7
3.	Professional Profile: Bio Data/Curriculum Vitae/Résumé/Personal Data Sheet	8
4.	Group Discussion In The Placement Process	20

Building a Strong Team - Fostering Collaboration and Teamwork



Barriers to effective team work

1. Lack of clear focused and challenging goals
2. Lack of effective communication
3. Lack of shared strategy
4. Individualistic approach to task
5. Impatience for quick results
6. Discouraging others
7. Reticence
8. Escaping responsibility
9. Lack of concern for 'Needs'

Working with People

1. Influence Behaviour
2. Be Communicative
3. Build Confidence
4. Gaining Trust and Commitment
5. Make work place a play ground
6. Train people
7. Encouraging quality and creativity
8. Handling conflicts
9. Celebrate victories and evaluate failures
10. Empower and enrich people

The Team Building Process Involves Two Key Steps:

- (a) Clearly defining the goal and fostering a sense of ownership among the team members.
- (b) Identifying any obstacles that hinder teamwork and taking appropriate actions to eliminate or overcome them. If complete removal is not possible, efforts are made to minimise their negative impact on the team.

[Barriers in Me as a Team Player](#)

(Go the Section - 3 of the Google Form)

Nurturing Connections: The Art of Human Relationships

Harnessing the Power of Body Language in Human Relationships

Effective human relationships heavily rely on communication, with body language playing a significant role in conveying messages. It is estimated that body language can constitute 50% or more of our overall communication. Understanding how to utilise our body to express our intentions is crucial for effective communication.

Body language consists of various signals and postures that reflect our internal emotions and mental states. Interpreting a cluster of body language cues is more reliable than analysing individual elements. Our body language can unconsciously reveal our true feelings and hidden thoughts to strangers. Research suggests that in face-to-face conversations, over 50% of our communication is conveyed nonverbally, and nonverbal communication has a greater impact and reliability compared to spoken words.

While the commonly cited percentages (7% spoken words, 38% voice tone, and 55% general body language) may not hold true in all situations, it is widely accepted that body language plays a significant role in effective communication. It is important to note that relying solely on these percentages can be misleading. For example, can an email truly convey only 7% of the message? Can we understand 93% of someone speaking in a foreign language purely through observation? Nonetheless, it remains clear that body language is a vital aspect of communication.

To gain a better understanding and proficiency in body language, one useful approach is to remember the acronym - **“SOFTEN”**

S - Smile, O - Open Gesture, F - Forward Lean, T - Touch, E - Eye Contact, N - Nod

Six Key Sentences for Enhancing Your External Persona

1. The Power of Accountability: "I admit I made a mistake"
2. The Gift of Appreciation: "You did a great job"
3. Embracing Collaboration: "What is your opinion?"
4. Practicing Politeness: "If you please"
5. The Art of Gratitude: "Thank you"
6. Uniting Together: "We"

The Minimalistic "I": The least important word

[The changes I decide to have in my life after attending the session](#)

(Go the Section - 5 of the Google Form)

Professional Profile: Bio Data/Curriculum Vitae /Résumé/Personal Data Sheet - Showcasing Your Background And Skills

Difference between a CV, Resume and Bio-data

- **Curriculum vitae** - Curriculum vitae is a regular course of study that relates to your education and life. It is more detailed than a resume containing 2 - 3 pages, but the pages may increase as per your requirement.
- **Resume** - It signifies a summary of one's education, employment and other skills, which are used in applying for a new position.
- **Bio-data** - It mainly involves personal details like date of birth, gender, nationality, religion, sex, residence address, marital status, etc.

Content of a Résumé

Contact

- Name
- Contact Address
- Phone Number
- Email ID
- URL
- Photo on the other extreme

Career Objective: Highlighting Strengths, Interests, and Career Direction

- Crafting a well-considered personal statement allows potential employers to gain a clearer understanding of your interests, aptitudes, and aspirations. At this initial stage, it is valuable to express your positive qualities and identify your main strengths. Additionally, sharing insights into the direction you envision for your career provides valuable context for both yourself and prospective employers.

FOR REFERENCE ONLY

Mr. Your Name Address Line 1, Address Line 2 State, Country & Pin. Tel.: +91 12345678 E-mail: youremail@email.com URL: http://www.yourwebsitename.com	<div>You're Photo</div>
<hr/>	
CAREER OBJECTIVES	
Write your career objective in few lines as taught during Get-The-Edge Program (The Secret)	

When writing a good career objective for your resume, consider the following tips:

1. Keep it concise: A career objective should be a brief statement, ideally one to two sentences long, capturing your career goals and aspirations.
2. Be specific and targeted: Tailor your career objective to the specific job or industry you're applying for. Highlight the skills, qualifications, or experiences that make you a strong fit for the role.
3. Showcase your value: Clearly communicate the value you can bring to the organization. Emphasize how your skills, expertise, or accomplishments align with the employer's needs.
4. Be goal-oriented: Share your career goals and what you hope to achieve professionally. This demonstrates ambition and a sense of purpose.
5. Avoid clichés: Avoid generic or overused phrases that don't provide meaningful information. Instead, focus on unique attributes or specific contributions you can make.

Here's an example of a well-written career objective for a marketing professional:
"Results-driven marketing specialist with a proven track record in developing and executing strategic campaigns. Seeking to leverage my analytical skills and creative mindset to drive brand awareness and customer engagement in a dynamic marketing role."

Remember to customize your career objective for each job application, highlighting the specific skills and goals relevant to the position you're applying for.

Qualifications

- Details from 10th onwards
- Reverse chronological order
- Year of passing, course, University/College, Percentage
- Can be in tabular form

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EDUCATION & OTHER COURSES:					
COURSES	SCHOOL/COLLEGE	UNIVERSITY/ BOARD	YEAR OF PASSING	CGPU SCORE	PERCENTAGE
Master					
Bachelor of					
Higher Secondary					
SSLC					

- **Extra to Education** (Don't write this heading)

- Seminar
- Project
- In-plant training
- Computer Knowledge
- Special courses done

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COMPUTER KNOWLEDGE:

- Write in brief about your computer knowledge
- Write in brief about the software languages you know
- XXXXXXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXXXXXX

ACHIEVEMENTS & AWARDS:

- Mention all your achievements in order of importance keeping the Company in mind
- List down all the awards you have received
- List down all the awards you have received in Sports/ other activities
- XXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXX

INTERESTS & HOBBIES:

- Write in brief about your interests
- Write in brief about your other activities you are good at.

Achievements: Clear and Effective Presentation

To effectively present achievements in your resume, follow these guidelines:

- **Select the Best 5 to 8 Achievements:** Choose your most significant accomplishments that align with the job requirements and showcase your skills and expertise.
- **Highlight Special Duties or Responsibilities:** Include any noteworthy roles or responsibilities you held that demonstrate your leadership, problem-solving abilities, or unique contributions.
- **Arrange in Reverse Importance Order:** Arrange your achievements and special duties in descending order of significance, starting with the most impactful and impressive ones.
- **Use Bullets and Avoid Generalisations:** Present each achievement or responsibility as a concise bullet point, focusing on specific outcomes, quantifiable results, or notable contributions. Avoid vague or generalised statements.

By following these guidelines, you can ensure that your achievements in the resume are presented clearly, effectively, and tailored to make a strong impact on potential employers.

Interests & Hobbies: Adding Personal Touch to Your Resume

When including interests and hobbies in your resume, consider the following:

- **Know Details of Matter in Resume:** Ensure that the interests and hobbies you mention are relevant or provide additional insights into your skills, personality, or qualifications mentioned in the resume.
- **Select 5 to 8 Entries:** Choose around 5 to 8 interests and hobbies that genuinely reflect your passions and demonstrate positive qualities, such as teamwork, creativity, or leadership.
- **Interchange Achievements and Interests/Hobbies:** Feel free to interchange the sections of achievements and interests/hobbies in your resume, depending on what you want to emphasize or where it fits best within the overall structure.

By following these guidelines, you can present your interests and hobbies in a clear and concise manner, enhancing your resume with a personal touch that can spark conversations and make you stand out to potential employers.

Relevant Work Experience: Valuable Roles and Part-Time Engagements

When listing your work experience on your resume, keep the following points in mind:

- **Include Consideration-Worthy Jobs:** Focus on including only those job positions that are relevant to the job you are applying for. Highlight roles that showcase your skills, accomplishments, and experiences that align with the desired position.
- **Highlight Part-Time Experience:** If you have gained valuable experience through part-time employment, be sure to include it in your resume. Part-time roles can demonstrate your work ethic, time management skills, and ability to balance multiple responsibilities.
- **Prioritise Gaining Experience:** If you are in the early stages of your career or seeking to transition into a new field, prioritise gaining relevant experience. Consider internships, volunteering, or freelance work to gain hands-on experience and develop new skills.

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LANGUAGES KNOWN

English – Speak, Read & Write.

Hindi - Speak, Read & Write.

Malayalam – Speak, Read & Write]

PERSONAL DETAILS:

Date of Birth & Age : DD MMM YYYY, 20 yrs

Gender : Male/Female

Permanent Address : Required if it is different from the one mentioned on the top (1st page) if not this line can be eliminated.

Languages

- Tabular form
- Proficiency
- Read, Write, Speak, Understand

Personal Details

- Age, Date of Birth
- Gender
- Permanent address if different
- College address if studying

FOR REFERENCE ONLY

References	
<p>1) One from College of study (for Students) or One from any person in important position (Not direct relatives)</p> <ul style="list-style-type: none">• Include name, address, phone, email	
<p>2) Another person in important position (Not direct relatives)</p> <ul style="list-style-type: none">• Include name, address, phone, email	
<p>The above-furnished information is true to the best of my knowledge and belief and can be supported by relevant documents as required.</p>	
Place: Date:	Signature (You're Name)

- **Reference**

- Two Names
- Include name, address, phone, email
- One from College of study
- Other any person in important position
- Not direct relatives
- Take permission from the references
- Keep references well informed at frequent intervals

- **Declaration statement & Signature**

- **Specification**

- A4 Size executive bond paper
- Laser Print - Use only one side
- Use only a single plain official font like Times New Roman or Arial font
- The headings can be bigger font size and same pattern shall be followed
- Use only simple border if required
- Two page resume should be ideal for a fresher
- Use bullets rather than long paragraphs

Download Templates & Other useful data

[CV Template College pattern \(doc\)/New CV Template \(doc\)/64-HR-Questions \(pdf\)](#)

Preparing For A Successful Interview: Tips And Strategies

Here are some secrets to help you crack an interview:

1. **Thoroughly Research the Company:** Gain a deep understanding of the company's values, mission, culture, and recent news or developments. This knowledge will impress the interviewer and demonstrate your genuine interest in the organization.
2. **Prepare Responses to Common Questions:** Anticipate commonly asked interview questions and practice your responses. Be prepared to showcase your skills, experiences, and achievements, and how they align with the job requirements.
3. **Highlight Your Unique Selling Points:** Identify your unique strengths, skills, and experiences that set you apart from other candidates. Emphasize these during the interview to showcase your value and make a memorable impression.
4. **Showcase Your Achievements:** Share specific examples of your achievements and how they have contributed to the success of your previous roles. Use the STAR method (Situation, Task, Action, Result) to structure your responses and provide concrete, measurable results.
5. **Demonstrate Enthusiasm and Confidence:** Show genuine enthusiasm for the opportunity and confidence in your abilities. Maintain good eye contact, speak clearly and confidently, and engage in active listening during the interview.
6. **Ask Intelligent Questions:** Prepare thoughtful questions to ask the interviewer. This demonstrates your interest in the role and the company, and it also helps you gather important information to make an informed decision if an offer is extended to you.

Practice, Practice, Practice: Practice your interview skills with mock interviews or by conducting self-assessments. Pay attention to your body language, tone of voice, and overall presentation. The more you practice, the more comfortable and confident you'll become.

Remember, each interview is an opportunity to showcase your skills and suitability for the role. With proper preparation, self-confidence, and a positive attitude, you can increase your chances of cracking the interview and landing the job.

Categorising the Interview Process for Easy Learning

To facilitate the learning process, the interview can be categorised into three distinct parts:

Pre-Interview Preparation: This stage involves conducting thorough research on the company, understanding the job requirements, and preparing responses to commonly asked questions. It also includes practicing your interview skills and ensuring you have all the necessary documents and materials ready.

During the Interview: This phase refers to the actual interview session. It is essential to make a positive first impression by dressing professionally, maintaining good body language, and displaying confidence. Answer questions clearly and concisely, highlighting your relevant skills, experiences, and achievements. Actively listen to the interviewer and engage in meaningful conversations.

Post-Interview Follow-up: The final stage involves following up with a thank-you note or email to express gratitude for the opportunity and reiterate your interest in the position. This step allows you to leave a lasting impression and showcases your professionalism and attention to detail.



Pre-Interview

- **Study about the company**
 - Founder details & History
 - Value of Share or Stock price
 - Services & Products they deal with
 - Major Clients of that Company
 - CMD/CEO
 - Press Releases
- **Prepare a folder for interview**
 - Résumé Copies
 - Certificates and Copies
 - Photo & paper reports
 - Call letter
- **Prepare one minute commercial (*Very Important*)**
 - Name, Place, Parents, College
 - Qualities with support
 - Achievements
 - Objectives
 - Conclusion
- **Reach the venue the day before if out of your hometown**

- **On the Eve of the Interview:**

- Choose appropriate attire.
- Organise and keep your documents and interview call letter in order.
- Prepare answers for questions based on your bio-data.
- Review general knowledge and current affairs.
- Get a good night's sleep to appear refreshed.
- Listen to the latest news updates.

- **On the Day of the Interview:**

- Read news headlines to stay updated.
- Arrive at the venue with sufficient time to spare.
- Groom yourself by brushing your hair, cleaning your face, and ensuring a neat appearance.
- Understand why you are interested in the position and this specific organisation.
- Double-check the interview time and location, aiming to arrive a few minutes early to allow time to relax.
- Dress appropriately, as your appearance can influence the interviewer's initial impression.
- Maintain good grooming standards.
- Carry extra copies of your résumé.
- Prepare a list of questions about the organisation and the position.
- Be Mindful of the Following:
 - **Clothing:** Pay attention to your attire and dress appropriately for the occasion.
 - **Hairstyle:** Ensure your hair is well-groomed and presentable.
 - **Facial Expression:** Be conscious of your facial expressions and aim for a pleasant and confident demeanour.
 - **Way of Walking:** Walk with confidence and maintain a composed and professional demeanour.
 - **Posture (Sitting):** Sit upright with good posture, displaying attentiveness and engagement.
 - **Gestures:** Use appropriate and natural gestures that convey openness and confidence.
 - **Way of Turning Back:** Be mindful of your body language when turning or moving, maintaining grace and composure.
 - **Mannerisms:** Avoid any distracting or excessive mannerisms that could detract from your overall impression.
 - **Clarity of Speech:** Speak clearly and articulate your words to ensure effective communication.

The Interview

- The interview begins at the gate.
- Be pleasant and friendly to the staff.
- Know the name(s) of the interviewer(s).
- Be friendly with other interviewees while waiting for your turn.
- Show enthusiasm and genuine interest.
- Maintain a calm and composed demeanour.
- Pay attention to your body language.
- Use mouth fresheners or deodorants as needed.

During the Interview:

- Be pleasant, greet the interviewers, and ask for permission before sitting.
- Avoid placing your hands on the table.
- Maintain a positive attitude throughout the interview.
- Be prepared to answer questions as soon as the interview begins.
- Provide well-thought-out and balanced answers.
- Initially, follow the lead of the interviewer and address them by their appropriate title.
- Maintain direct eye contact throughout the interview.
- Refrain from chewing gum or smoking.
- Be mindful of your non-verbal behavior and control any nervous habits.
- Listen carefully to the questions and respond intelligently and promptly.
- Show determination and enthusiasm for the job you are discussing.
- Ask relevant questions that demonstrate your interest in the position.
- If you have effectively communicated why you are interested in the organization and what you can offer, you have done your part.
- Thank the interviewer for their time and offer a firm handshake if it is offered.
- Wait until you are asked before getting up and ensure the chair is returned to its original position.

Post Interview

During and after the Interview:

- Take note of the interviewer's name and contact details. Ask for a business card (not applicable in Campus Placement Drives).
- Make a record of important points discussed during the interview.
- Send a follow-up letter or note to express gratitude and reaffirm your interest in the position and the organisation.

During an Interview - Don'ts:

- Don't forget to close the door.
- Don't forget to ask permission before entering.
- Don't forget timely salutations and greetings.
- Don't sit down without being instructed to do so.
- Don't speak too fast; maintain a moderate pace.

- Don't make excessive gestures or movements.
- Don't let emotions overpower your composure.
- Don't interrupt the interviewer; listen attentively.
- Don't engage in arguments or confrontations.
- Don't avoid answering questions; respond honestly and confidently.
- Don't provide confusing or unclear answers.
- Don't bluff or exaggerate your qualifications.
- Don't try to please the interviewer by agreeing excessively or offering biased opinions.
- Don't give up or lose confidence during the interview.
- Don't prolong the handshake beyond a reasonable duration.

Key Factors in Interview Initiation:

- **Résumé:** Be prepared to discuss and elaborate on the information presented in your résumé.
- **Interests:** Be ready to talk about your interests, hobbies, and extracurricular activities.
- **General awareness:** Stay informed about current events and have a basic understanding of important topics.
- **Academic topic:** Be knowledgeable and ready to discuss topics related to your field of study or expertise.
- **Odd questions:** Be open to unexpected or unconventional questions and respond thoughtfully.
- **Beware of analysing psychological makeup through behaviour:** Avoid overanalysing your behaviour or trying to guess the interviewer's psychological assessment based on your actions. Focus on presenting yourself authentically and professionally.

Effective Tips for Answering:

- Avoid giving short, one-word answers.
- Support your answers with specific examples or action statements.
- Emphasise your perspective or point of view when relevant.
- Refrain from using flattery or excessive praise.
- Acknowledge and affirm your past experiences by responding positively.

Frequently Asked Questions in an Interview:

1. Introduce yourself or provide a self-description.
2. Analyse your strengths and weaknesses.
3. Explain why you should be selected for the position.
4. Share your reasons for choosing this particular company.
5. Discuss your long-term aspirations or where you envision yourself in five years.

Factors leading to rejections in job interviews include:

1. Lack of clear career planning: Undefined purposes and goals.
2. Insufficient knowledge in the field of specialisation: Lack of clarity in the chosen area.
3. Inability to express oneself clearly.
4. Inadequate evidence of achievements or the ability to motivate others.
5. Lack of preparation for the interview: Failure to research the employer.
6. Lack of genuine interest in the organisation: Merely exploring options.
7. Lack of enthusiasm and interest: Displaying indifference.
8. Overbearing, overaggressive, or conceited behaviour.
9. Failure to ask relevant or meaningful questions about the job.
10. Unwillingness to start from the bottom and expecting too much too soon.
11. Making excuses or giving evasive replies.
12. Lack of confidence and poise: Failure to maintain eye contact with the interviewer.
13. Poor personal appearance.

Mock Interview Process



[Mock Interview HR Feedbacks \(Areas to Improve\)](#)

(Go the Section - 6 of the Google Form)

Group Discussion In The Placement Process

Group Discussion (GD) is conducted during the placement process to assess candidates on various aspects. It serves as a testing ground for:

1. **Personality:** GD helps evaluate candidates' overall personality traits, including their confidence, self-assurance, and interpersonal skills.
2. **Ability to express oneself:**
 - a. **Coherently:** Candidates' coherence in presenting their ideas and thoughts is assessed.
 - b. **Systematically:** GD reveals their ability to present information in an organised and structured manner.
 - c. **Logically:** Candidates' logical reasoning and analytical thinking skills are observed.
 - d. **Clearly, concise & effectively:** GD assesses candidates' clarity of expression, conciseness in communication, and effectiveness in conveying their viewpoints.
3. **Leadership Quality:** GD provides an opportunity to assess candidates' leadership potential, their ability to influence others, and their skills in taking charge of a group situation.
4. **Behaviour in a Group:** The way candidates interact, collaborate, and communicate within a group setting is observed. Their teamwork skills, ability to listen actively, respect others' opinions, and handle conflicts are evaluated.
5. **Subject Knowledge:** GD allows assessment of candidates' understanding and knowledge of the given topic or subject matter. Their depth of knowledge, ability to present relevant arguments, and provide meaningful insights are observed.

By evaluating candidates on these factors, GD helps organisations identify individuals who possess the desired qualities, skills, and knowledge for the job role and assess their potential for success within the organisation.

What do they Judge about you?

During a group discussion, assessors judge various aspects about the candidates. They pay attention to:

- **Self Confidence:** How confident and self-assured a candidate appears while expressing their thoughts and ideas during the discussion.
- **Tact:** The ability to communicate and interact with others in a diplomatic and sensitive manner, while respecting differing opinions.
- **Cool Temperament:** The capacity to maintain composure and emotional stability, even in challenging or heated discussions.

- **Alert Mind:** How attentive and responsive a candidate is to the ongoing discussion, actively listening to others and contributing thoughtfully.
- **Convincing for a Job/Course:** The skill to present arguments, opinions, and ideas in a persuasive and compelling manner, effectively conveying why they are suitable for the job or course being discussed.

By observing these aspects, the assessors gain insights into a candidate's overall personality, communication skills, emotional intelligence, and ability to handle different situations. These evaluations help in making informed decisions regarding the candidate's suitability for the desired job or course.

The features of a Group Discussion (GD) can be summarized as follows:

- **A form of conversation:** GD is a structured conversation among a group of individuals where they exchange ideas, opinions, and perspectives on a given topic.
- **Different from a debate:** Unlike a debate, GD focuses on collaborative discussion rather than a competitive argument. The goal is to collectively explore and analyze the topic, rather than win or defeat others.
- **No interference from the examiner:** The examiner or facilitator of the GD typically remains a neutral observer and does not interfere or participate in the discussion. Their role is to observe and evaluate the participants' performance.
- **Discussion revolves around the topic:** The participants are expected to center their discussion on the given topic or case study. They analyze, provide insights, and offer different viewpoints related to the topic at hand.
- **Cordial and friendly atmosphere:** GD is conducted in a cordial and friendly environment where participants are encouraged to express their opinions respectfully. The aim is to foster a collaborative atmosphere that allows everyone to contribute freely.

The procedure for a Group Discussion (GD) can be outlined as follows:

- **Assignment of numbers:** Participants are assigned specific numbers or identifiers to establish an order for speaking during the discussion.
- **Sitting arrangement:** Participants can either sit as per their assigned number or opt to occupy the bottom position in the group. The seating arrangement may vary depending on the specific instructions given.
- **Posture:** It is recommended to maintain a comfortable and confident posture during the GD. This includes sitting with a slight push back, keeping legs inside, maintaining an upright chest, and occasionally leaning forward to show engagement.

- **Pleasant and cordial behavior:** Participants should strive to create a positive and friendly atmosphere by being pleasant and respectful towards other group members. This encourages open communication and collaboration.
- **Scribbling pad and pen:** It is advisable to have a scribbling pad and pen to jot down key points, ideas, or arguments during the discussion. This helps in organizing thoughts and facilitating effective participation.
- **Preparation with current topics:** It is beneficial to be prepared with a few current topics that may be relevant for discussion. This allows participants to contribute confidently and provide informed opinions when the discussion revolves around these subjects.

When it comes to the selection of a topic for a Group Discussion (GD), there are two scenarios to consider:

1. **Company provides the topic:** In this case, participants should take a leadership role by initiating the discussion and encouraging everyone to contribute their thoughts and ideas.
2. **Topic selection left to participants:** If the company allows participants to choose the topic. As the leader, you should refrain from presenting your own viewpoints until the end. Instead, facilitate the discussion, actively listen to others, and summarize the discussion by suggesting an appropriate topic based on the collective inputs. It is advisable to be prepared in advance with a few potential topics.
 - a. You can make use of a scribbling pad to jot down the chosen topic and relevant points or sub-points associated with it.
 - b. Focus on outlining the key aspects or arguments that can be discussed during the GD.

To be successful in a Group Discussion (GD), consider the following points:

- **Identify the root causes:** When discussing a problem or topic, focus on identifying its underlying causes rather than solely focusing on finding solutions. Analyzing the root causes demonstrates critical thinking and a thorough understanding of the issue.
- **Understand the purpose of the GD test:** Recognize that the purpose of the GD is to assess your communication skills, teamwork, leadership qualities, and ability to present your ideas effectively. Keep these objectives in mind while participating in the discussion.
- **Display the desired attributes:** Be aware of the qualities that are valued in a GD, such as effective communication, active listening, respect for others' opinions, assertiveness, problem-solving skills, and the ability to work collaboratively. Displaying these attributes can contribute to your success in the GD.

Keep in mind the following points during a Group Discussion (GD):

- **Not a test of debating quality:** Remember that the GD is not primarily focused on your debating skills. It is more about your ability to engage in a constructive discussion, listen to others, and collaborate towards a collective understanding.
- **Not a test of excellence in arguments:** While presenting your viewpoints, remember that the GD is not solely about showcasing your ability to win arguments. It is more important to provide well-reasoned and logical contributions that contribute to the overall discussion.
- **Not a test of capacity to dominate:** Avoid trying to dominate the discussion or assert your views forcefully. The GD is about teamwork and collaboration, where everyone's opinions and perspectives are valued. Focus on fostering a healthy and inclusive discussion rather than seeking to overpower others.

In a Group Discussion (GD), participants can exhibit different types of behaviour.

These include:

- **Aggressive:** An aggressive participant is focused solely on asserting their own rights and opinions, often without considering or acknowledging the perspectives of others. They may prioritise their own agenda and may not engage in constructive dialogue or collaboration.
- **Assertive:** An assertive participant seeks to assert their rights and opinions while also considering the rights and opinions of others. They aim to find a balance between expressing their viewpoints and actively listening to others. They engage in constructive dialogue and contribute to a healthy and collaborative discussion.
- **Passive:** A passive participant tends to be less engaged and may not actively pursue or assert their own rights or opinions. They may take a backseat in the discussion and show minimal involvement in expressing their ideas or engaging with others' viewpoints.
- **Argumentative:** An argumentative participant is inclined towards engaging in arguments or disagreements rather than seeking common ground or consensus. They may hold onto their own perspective rigidly and may not be open to considering alternative viewpoints or finding areas of agreement.

In a Group Discussion (GD), participants should be aware of common mistakes to avoid.

These include:

- **Engaging in a debate:** GD is not a platform for engaging in a competitive debate. Participants should focus on constructive discussion rather than trying to win arguments or prove others wrong.

- **Dominance:** Avoid dominating the discussion and overpowering other participants. Encourage equal participation and respect everyone's opinions.
- **Failing to argue logically:** Make sure to present your viewpoints in a logical and coherent manner. Avoid relying solely on emotions or personal biases without supporting your arguments with sound reasoning or evidence.
- **Inability to support your point:** Back up your opinions with relevant facts, examples, or experiences. Lack of supporting evidence weakens your argument and credibility.
- **Contradicting without reasons:** If you disagree with someone, provide valid reasons or counterarguments to support your disagreement. Simply contradicting without justification adds little value to the discussion.
- **Interrupting others:** Respect others' speaking time and avoid interrupting them. Listen actively and wait for an appropriate moment to contribute your thoughts.
- **Suppressing others:** Encourage open participation by creating a supportive environment where everyone feels comfortable expressing their views. Avoid suppressing or dismissing others' opinions.
- **Aggressiveness:** Maintain a respectful and professional tone throughout the discussion. Avoid aggressive or confrontational behavior that can hinder effective communication and collaboration.
- **Making fun of other participants:** Treat all participants with respect and professionalism. Avoid mocking or ridiculing others, as it undermines the collaborative spirit of the GD.

To prepare and develop your Group Discussion (GD) skills, consider the following points:

- **Develop pleasant yet effective speaking:** Focus on improving your communication skills by speaking in a pleasant and engaging manner. Strive to articulate your thoughts clearly and concisely, while also being persuasive and impactful in your speech.
- **Avoid mannerisms:** Pay attention to your body language and non-verbal cues. Avoid distracting mannerisms or gestures that may detract from your message. Maintain a confident posture, make appropriate eye contact, and use gestures sparingly and naturally.
- **Learn through constant practice and experience:** Engage in regular practice sessions for GDs to enhance your skills. Seek out opportunities to participate in mock GDs, workshops, or discussion groups. By actively participating and learning from each experience, you can develop your abilities to contribute effectively in a GD.

- **Stay updated and well-informed:** Expand your knowledge on various subjects, current affairs, and trending topics. Stay updated with the latest news, industry trends, and relevant information that may come up during a GD. This will help you provide well-informed insights and strengthen your arguments.
- **Enhance critical thinking and listening skills:** Develop your ability to think critically and analyze information from multiple perspectives. Actively listen to others during the GD, showing respect for their viewpoints, and respond thoughtfully. This demonstrates your ability to engage in a constructive discussion and consider diverse opinions.

To Master the basics of Group Discussion (GD), keep the following points in mind:

1. **Decide your strategy:** Before the GD begins, plan your approach. Consider the points you want to make and how you will contribute to the discussion.
2. **Non-verbal cues:** Use positive body language such as smiling, nodding, and maintaining eye contact with other participants. Keep a scribbling pad to jot down key points and maintain a proper posture. Mind your language and behavior, ensuring professionalism and respect.
3. **Be an early speaker:** Aim to be one of the first participants to speak, or at least among the initial contributors. This helps establish your presence and allows you to express your viewpoints effectively.
4. **Time management:** Your first contribution should be around 40-45 seconds, while subsequent contributions can be around 30-35 seconds. Practice speaking concisely to make impactful points within the allotted time.
5. **Use formation for contributions:** Organize your contributions by structuring them in a logical and coherent manner. This helps convey your thoughts effectively and aids in the overall flow of the discussion.
6. **Active participation:** Strive to make maximum contributions during the GD. Express your ideas, opinions, and arguments while ensuring you respect others' speaking time.
7. **Entry during ongoing discussion:** If you are unable to participate in the initial phase, try to join the discussion by politely negating or offering a different perspective on the existing topic.
8. **Listening skills:** Be an attentive listener, showing interest in others' viewpoints. This demonstrates your ability to engage in a constructive conversation and consider diverse opinions.

9. **Support arguments with valid reasons:** When presenting your ideas, back them up with valid reasons, examples, or evidence. This strengthens your arguments and adds credibility to your contributions.
10. **Handle criticism positively:** Accept criticism gracefully and respond in a constructive manner. Avoid becoming defensive and use feedback as an opportunity to improve your understanding and viewpoints.
11. **Maintain composure:** Keep your temper in check and maintain a calm and composed demeanor throughout the discussion. This showcases your ability to handle pressure and conflicting opinions.
12. **Display leadership and coordination skills:** Demonstrate leadership qualities by initiating and steering the discussion when appropriate. Coordinate with other participants to ensure a smooth and effective conversation.

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Conclusion Script: "It is time for us to conclude. The topic was _____. We had a good discussion on that and almost every one spoke. Both sides of the topic was discussed. My friends supported the motion with these...these points However my friends opposed it with these... reasons. We can see that the majority supported/opposed it and hence we can conclude that....."

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<i>Name/ Number</i>	<i>Supported</i>	<i>Opposed</i>	<i>Points Spoken</i>
<i>John</i>	✓		
<i>Munni</i>		✓	

Mock GD Process



[Mock GD Assessment Sheet \(HR Feedbacks\)](#)

(Go the Section - 7 of the Google Form)