

J.T. Mahajan College of Engineering
Faizpur, Maharashtra

FEEL Employable
Spoken and Written Communication
14 through 20 January 2006

A
Project Completion Report



Conducted by

CLHRD

College for Leadership and Human Resource Development

(Affiliated to Mangalore University and an ISO 9001:2000 certified institution)

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FEEL Employable - Spoken and Written Communication
First Year Students
14 through 20 January 2006

Introduction

J.T. Mahajan College of Engineering, Faizpur, Maharashtra, had organised a seven day 'FEEL Employable - Spoken and Written Communication' developmental intervention for the first year students of the college from 14 through 20 January 2006. The programme was conducted by CLHRD, AIM INSIGHTS, the HRD Group, Valencia Circle, Mangalore. The seven day intervention was designed to clarify concepts on Group Discussions, Communication Skills, Interviews, Public Speaking, Mind Skill Development, Building Self-Esteem, Social Skills, Written Communication, Speaking Skills, English Grammar, Letter Writing and Writing Skills.

Daily evaluations were conducted on all the seven days of the programme and a course end evaluation was conducted on the final day of the training programme. Results of the compilation done have been presented in this Project Completion Report (PCR).

CARAT (College for Action Research And Training) an independent unit of AIM INSIGHTS (Academy for Intense Motivation for Identifying Natural Skills, Independent Growth, Humane Thoughts and Strategies) has done the Action Research that has led to this Project Completion Report.

The Concept

'FEEL' is the brand name of the capsules of training programmes of AIM INSIGHTS, the HRD Group, Mangalore. 'FEEL Employable' deals with four major concepts - sharpening the intellect, socialising the individual, schooling the mind and self-regulating emotions. It has themes like effective interpersonal communication, building confidence through developing self-esteem, mind skill development, participating in group discussions, making committee presentations and facing interviews. FEEL Employable- Spoken and Written Communication had additional concepts of speaking and writing skills in the language of English included in the syllabus.

The Conduct

CLHRD, AIM INSIGHTS, the HRD Group, Mangalore conducted the programme. The resource materials used were from its Intellectual Property Bank. The resource team was led by Prof. Sunney Tharappan, Director, AIM INSIGHTS. The Facilitators included Master Facilitators of AIM INSIGHTS, Faculty of CLHRD and Faculty of JTMCE who are the facilitators of AIM INSIGHTS, Mangalore. The participation of the students was certified.

Participation

Participation of the students has been rated 'Excellent' by the Facilitators with the participants taking keen interest in learning the concepts presented and the skills identified for development. The sessions were from 09.30 am to 05.00 pm on all the seven days of the training programme with two breaks of 15 minutes duration each for refreshments and an hour's break for lunch every day.

The Methodology

197 students registered for the programme. The students were divided into four groups. Every group was looked after by one Master Facilitator. Each group was also divided into different teams according to the type of activity that was being conducted. Each student was individually observed and feedback given on his or her participation in group discussions. Every student who participated also went through a mock interview after which the Facilitator offered a feedback to him or her. The themes were elaborated upon through short-term interventions.

The Research Results

I. Daily Evaluations - A Report

A daily evaluation was conducted on all the seven days of the programme on a rating scale of one to nine with '1' as 'Very Poor' and with '9' as 'Excellent', to provide an opportunity for the participants to record their level of satisfaction.

Daily Evaluations: Satisfaction levels in percentages

	1	2	3	4	5	6	7	8	9	NR	Total	%
Day One	03	-	02	-	12	19	32	31	27	01	127	78.6
Day Two	04	03	02	02	07	18	29	35	27	-	127	78.1
Day Three	02	01	05	06	08	11	34	41	36	-	144	80.2
Day Four	02	02	01	07	08	17	28	36	24	-	125	78.1
Day Five	01	03	03	02	10	14	34	37	22	-	125	67.9
Day Six	-	01	-	-	-	03	10	09	09	-	32	84.4
Day Seven	-	-	01	01	05	06	14	25	27	-	79	85.7
Average											79.0	

An analysis of the responses that have been compiled reveals that there has been a shift in the satisfaction level from the entry point to the exit point to the extent of 7.1% (78.6% on the first day to 85.7% on the seventh day). Equally important is to note that the average satisfaction level itself is 79%.



II. Course-End Evaluation - A Few Highlights

A course end evaluation was conducted through the administration of a questionnaire to all the participants. The questionnaire had nine questions. Three of the questions had the options of 'Excellent', 'Satisfactory', 'Not Satisfactory' and 'Very Unsatisfactory' to choose from. One was a 'Yes' or 'No' question, two were open ended questions and the last question had the rating scale of one to nine for the participants to express their satisfaction level.

1. Satisfaction rating of 'FEEL Employable' programme

98.7% of the participants expressed a positive response out of which 44.3% considered the programme 'Excellent'. 1.3% of the participants were not satisfied.

Excellent (A)	Satisfactory (B)	Not Satisfactory (C)	Very Unsatisfactory (D)
44.3	54.4	1.3	-

2. Willingness to attend a similar programme

98.7% of the participants expressed their desire to attend if a similar programme is organised in future. 1.3% the participants did not want to attend.

Yes (A)	No (B)
98.7	1.3

3. The Area liked best in comparison

Out of the ten areas that were taken up during the course of seven days of the programme, the participants opted for Interviews with a highest 'Excellent' rating of 63.3% for the same. Speaking Skills received the second highest rating of 57% followed by Communication Skills and Public Speaking with 51.9% 'Excellent' rating.

	Excellent (A)	Satisfactory (B)	Not Satisfactory (C)	Very Unsatisfactory (D)	No Response (E)
A. Group Discussions	46.8	49.4	3.8	-	-
B. Communication Skills	51.9	43.0	5.1	-	-
C. Interviews	63.3	32.9	2.5	-	1.3
D. Public Speaking	51.9	43.0	5.1	-	-
E. Mind Skill Development	44.3	50.6	5.1	-	-
F. Written Communication	40.5	53.2	6.3	-	-
G. Speaking Skills	57.0	39.2	3.8	-	-
H. English Grammar	48.1	37.9	12.7	1.3	-
I. Letter Writing	29.1	58.2	12.7	-	-
J. Writing Skills	48.1	41.8	10.1	-	-

4. Appreciation for methodology

96.2% of the participants indicated a positive response out of which 32.9% considered the programme 'Excellent'. 63.3% of the participants gave the rating of 'Satisfactory', while 3.8% of the participants were not satisfied.

Excellent (A)	Satisfactory (B)	Not Satisfactory (C)	Very Unsatisfactory (D)
32.9	63.3	3.8	-



5. Rating of the Resource Person

93.6% of the participants rated the Resource Person's work as 'Excellent', followed by 39.2% expressing it as 'Satisfactory'. A total of 6.4% of the participants were not satisfied.

Excellent (A)	Satisfactory (B)	Not Satisfactory (C)	Very Unsatisfactory (D)
54.4	39.2	5.1	1.3

6. Appreciation for the design and structure of the programme

98.7% of the participants expressed positive opinions with 50.6% considering it 'Excellent'. 48.1% of the participants gave the rating of 'Satisfactory' and 1.3% of the participants were not satisfied.

Excellent (A)	Satisfactory (B)	Not Satisfactory (C)	Very Unsatisfactory (D)
50.6	48.1	-	1.3

7. The question, what is it that they had found difficult to comprehend or participate in elicited different responses from the participants. Some of them are:

- ♦ Writing Skills
- ♦ Facing Interviews
- ♦ Mind Skill Exercises
- ♦ Public Speaking
- ♦ English Grammar
- ♦ Listening Comprehension

8. When asked for suggestions towards the improvement of the programme, the following suggestions were given by the participants:

- ♦ To increase the duration of the training programme
- ♦ To give more instructions to face interviews
- ♦ To give more stress on English grammar
- ♦ To have more number of facilitators
- ♦ To include word games
- ♦ To include more number of Mind Skill exercises

FEELINGS

The programme should be conducted regularly. This helps us to overcome stage fear. The programme also made our capability to face the interviews in future.

Amit Azam Ansari

I liked the interview sessions most. Public speaking sessions made me to develop English speaking and to correct grammatical errors.

Animesh Kumar

I feel this is best programme for us to develop English speaking skill. The concepts I liked the most are group discussions, public speaking, English grammar.

Mayuri Pramod Firke

I have not attended the programme of such kind. I feel that I have improved in the areas of speaking English, personality development and facing interviews after attending this programme.

Ravi Narayan Verma

I liked this programme very much because it gave me an idea of developing skills like communication skills, mind skills, social skills and also interviews. I feel that this programme should be conducted next year also.

Mahajan Nalini Ramesh

The programme was excellent. By communicating with other friends, delivering short speeches, facing interviews made me confident enough to face any situation in future.

Ankit Singh

I liked this programme very much. After attending this programme there is an improved in my leadership qualities.

Waghulde Devendra Jivaram

I feel this is a very good programme to develop our speaking skills and mind skills. More and more programmes of this type should be organised in future.

Barik Ahmad

I very much liked this programme. It helped me to develop language skills, mind skills and social skills. I would like to attend this type of programme once again if it arranged in future.

Kamini Dilip Rode

The programme was nice and very well arranged. I would like to attend the programme every year. The programme has increased my confidence level and fluency in English language.

Mohammed Azhar

The programme was good. The teachers were every good. Such programmes must be held every year.

Tayade Poornima Suresh

I liked the techniques used by the facilitators to explain concepts of social skills, communication skills, mind skills etc. After attending this programme there is a lot of improvement in my English speaking. The programme should be held twice a year.

Rahul Kumar