

## Action Plan - 2021

No	Programme Name	Faculty
1.	Personality types and work MBTI training	FAPM
2.	Preparation for recruitment: (CV writing, dress code, identify your skills, identify most suitable job, identify your interest, Interview facing, negotiating salary)	FAPM
3.	Career development plan (Identify your job role, core-confident development, develop your career path/ career vision)	FAPM
4.	Skills development workshops - Using LinkedIn and other social media effectively	FAPM
5.	Skills development workshops -Job Search Strategies	FAPM
6.	Soft skill and professional development: (Email writing, Official letter writing, Presentation skill, Personal branding, training or professional courses)	FAPM
7.	Team building and stress management at work: (Learning curve, Work under a mentor, Sharing and get-on with other and Change your attitudes, Work under pressure, Prioritizing responsibilities and Balance life and employment)	FAPM
8.	International Food Safety Standards	FAPM
9.	Good Agriculture Practices (GAP): National and International	FAPM
10.	Working online and how to use IT at work, Using ERP system at work	FAPM
11.	HR Procedures: (Job life cycle: Absorption, Socialization, Development/ Promotion, Retention and Exit)	FAPM
12.	Workshop on Path to Progressive University Life	FAS
13.	Workshop on Shaping the University Life towards Future Prospects	FAS
14.	workshop on examination techniques	FAS
15.	Workshop on Grooming Yourself to Meet Cooperate Sector Expectation	FAS
16.	Workshop on Soft Skills Development	FAS
17.	Workshop on Developing Your Network Towards Tomorrows Career	FAS
18.	Computer Aided Designing Workshop -1 and 2	FAS

19.	Introduction about the Post-graduate Opportunities	FAS
20.	Workshop on CV Writing	FAS
21.	Work-Life Balance and Stress Management	FAS
22.	Importance of Career Guidance Programmes and Activities	FBSF
23.	Career Assessment	FBSF
24.	Personal Development Planning	FBSF
25.	Development of Creativity	FBSF
26.	Neuro-Linguistic Programming	FBSF
27.	Work-Life Balance and Stress Management	FBSF
28.	Inner Engineering Programme (Yoga & Meditation Programme for Overall Wellbeing)	FBSF
29.	CV Writing and Interviewing Skills – Tips and Strategies	FBSF
30.	Networking for Career Success – Networking Strategies and Resources	FBSF
31.	Business Etiquettes	FBSF
32.	Teamwork and Leadership	FBSF
33.	How to effectively use online teaching & Learning tools	FBSF
34.	Mind Mapping	FBSF
35.	Advanced Excel Programming	FBSF
36.	Life Management and Esthetic indulgence	FBSF
37.	Life Management and Esthetic indulgence	FBSF
38.	Shaping university life for better future	FLFN
39.	Grooming undergraduates for corporate sector demands	FLFN
40.	Psychology of personality formation	FLFN
41.	Guide to overall well being	FLFN
42.	CV writing	FLFN

43.	Explore postgraduate opportunities	FLFN
44.	Job interview simulation & training	FLFN
45.	Adopting to organizational culture	FOT
46.	Goal setting and career planning	FOT
47.	Personnel grooming and business etiquettes	FOT
48.	Social and formal communication	FOT
49.	Workshop on “Career progression of a Medical Graduate”	FMED
50.	Workshop on Professionalism “Effective communication, maintaining confidentiality and accountability”	FMED
51.	Workshop on effective time management, stress coping skills and facing exams with confidence	FMED
52.	Wayamba Job Fair 2021	By CGU
53.	Mock interviews	By CGU
54.	Networking opportunities program - with alumni/industry	FAPM
55.	Workshop on Be effective in undergraduate examination	By CGU
56.	Workshop on Emotional intelligence	By CGU
57.	Workshop on Positive Thinking	By CGU
58.	Workshop on Time Management	By CGU
59.	Workshop on Stress Management	By CGU
60.	Workshop on Presentation & Writing Skills	By CGU
61.	Workshop on Interpersonal skills for your future career	By CGU
62.	Workshop on Safety and Disaster Management	By CGU
63.	Workshop on Conflict resolution	By CGU

64.	Workshop on Entrepreneurship development programme	By CGU
65.	Career Fair	FAPM
66.	Entrepreneurship and self-employment development: (Potential business opportunities, Supporting services, Channels of introducing products and services in to the market, Company registration procedure)	FAPM
67.	Skills development workshops - How to become an Entrepreneur	FAPM