

Campus 2 Corporate Training Program

Program Overview

The **Campus 2 Corporate Program** is a structured career readiness initiative designed to help students smoothly transition from academic life into professional corporate environments. Many graduates possess technical knowledge but lack clarity on workplace expectations, professional behavior, and communication skills. This program bridges that gap.

Aim of the Program

- Prepare students for real corporate environments
- Build professional communication and workplace behavior skills
- Develop confidence and interview readiness
- Equip students with employability and career skills
- Enable interaction with industry professionals

Program Impact on Students

By the end of the program, students will:

- Understand corporate culture and expectations
- Communicate professionally in workplace situations
- Demonstrate confidence, grooming, and positive body language
- Write professional emails and handle workplace communication
- Prepare effectively for interviews and job opportunities
- Build clarity about career paths
- Gain exposure to industry professionals

Key Highlights

- ✓ Interactive and practical sessions
- ✓ Industry-oriented training approach
- ✓ Mock interviews & real scenarios
- ✓ Professional grooming guidance
- ✓ Corporate communication training
- ✓ Industry expert interaction
- ✓ Evaluation & feedback for improvement

TRAINING TENTATIVE CALENDAR

Campus 2 Corporate Training Program

Date	Session No.	Session theme	Key Focus	Key Speaker
06 March 2026	Session 1	Program Orientation	• Welcome & participant introduction • Objective and outcomes of the program • Overview of training structure • Program expectations & participation guidelines • Ice-breaking activity & confidence building	Dr. C Vijaya Ms. Jayanti Mahapatra Sampad Swain (Chief Guest) To be confirmed RR Mahapatra (Guest of Honour) To be confirmed Dr. Mk Dash (Sr. Director IGNOU)
09 March 2026	Session 2	Corporate Culture & Workplace Expectations	• Understanding corporate culture & values • Difference between campus and corporate environment • Workplace discipline & punctuality • Accountability and ownership at work • Workplace Do's & Don'ts	Ms. Jayanti Mahapatra
10 March 2026	Session 3	Professional Communication Skills	• Importance of communication in corporate life • Verbal communication clarity & tone • Active listening skills • Confidence in speaking • Handling workplace conversations professionally	Dr. K Panda
11 March 2026	Session 4	Email Writing & Workplace Communication	• Structure of professional email • Subject lines, greetings & closings • Formal vs informal communication • Workplace email scenarios (leave, reporting, coordination) • Email etiquette and response professionalism	Dr. K Panda
12 March 2026	Session 5	Grooming & Body Language	• Professional dressing standards • First impression and professional presence • Body language basics at workplace	Ms. Jayanti Mahapatra

			• Eye contact, posture & handshake • Confidence-building techniques	
13 March 2026	Session 6	Workplace Ethics & Professional Conduct	• Workplace ethics and integrity • Respect, diversity & inclusion • Handling conflicts professionally • Professional behavior with colleagues & managers • Responsibility and trust at workplace	Dr. C Vijaya
16 March 2026	Session 7	Time Management & Productivity Skills	• Importance of time discipline at work • Prioritization of tasks • Managing deadlines effectively • Avoiding procrastination • Personal productivity improvement techniques	Dr. C Vijaya
17 March 2026	Session 8	Resume Building & LinkedIn Basics	• Resume structure and formatting • Highlighting skills & achievements • Resume mistakes to avoid • Basics of LinkedIn profile building • Personal branding for job search	Dr. K Panda
18 March 2026	Session 9	Interview Preparation & Mock Interviews	• Interview types and expectations • Frequently asked interview questions • Answer structuring techniques • HR & behavioral interview preparation • Mock interview practice & feedback	Ms. Jayanti Mahapatra
19 March 2026	Session 10	Career Planning & Corporate Readiness	• Career goal setting and planning • Understanding job roles & career paths • Workplace adaptability skills • Growth mindset & professional development • Transition readiness discussion	Dr. C Vijaya
20 March 2026	Session 11	Industry Connect & Evaluation	• Interaction with industry experts • Career insights & guidance session • Student presentation or activity • Program evaluation & feedback • Certification & closing session	Dr. C Vijaya Mr. Nihar R Tripathy (HOD Digital Marketing) Mr. Jhunhun Tripathy