



# CONTINUING EDUCATION CELL

NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

G.E. Road, Raipur – 492010 (C.G.)

Ph- (0771)2253934

No./NITRR/CEC/2022/

Date: 12/12/2022

## NOTICE

Continuing Education Cell, NIT Raipur, as part of its Finishing School initiative is going to offer a certificate course on “**Interviews & Group Discussions- Body Language, Gestures and Postures**”. The details are mentioned below:

Course Name	Tentative schedule	Details
<b>“Interviews &amp; Group Discussions- Body Language, Gestures and Postures”</b>  <b>(Offline mode)</b>	<b>16<sup>th</sup> Jan-27<sup>th</sup> Feb’2023</b> <b>(Excluding Sat, Sun and National Holidays)</b>  <b>05:30-06:30 P.M.</b> <b>(01 hr/Day)</b>	<b>Content-Annexure-A</b>  <b>Form and A/C Details- Annexure-B</b>

Interested candidates/organizations can apply in the prescribed application form (**Annexure-B**)

**The course Fee is as follows:**

<b>Course Fee</b>	Students of NIT Raipur	Rs. 750 + 18% GST
	Outside Students (other than NIT Raipur)	Rs. 1000 + 18% GST
	Faculty/ Industry Personnel	Rs. 2500 + 18% GST

The payment can be done either in the form of a **Demand Draft (DD)** in favour of “Director, NIT, Raipur” payable at Raipur **OR** through **online mode** (**account details in Annexure C**) latest by **12<sup>th</sup> January, 2023**

- **For online payment**, the scanned copy of the filled application form along with the proof of payment should be sent to [cec\\_assistant@nitrr.ac.in](mailto:cec_assistant@nitrr.ac.in) by the due date.
- **For payment made through DD**, the hard copy of the application along with the DD should be sent to the **Chairman, Continuing Education CELL, NIT Raipur, Raipur, Pin:492010** by the due date.

Upon completion of the payment process, all participants are required to fill the following google form: <https://forms.gle/CgnRarJt2obvrPa77> **at the earliest**(since there are limited number of seats). The conduction of the course is subjected to the registration of the minimum number of participants.

For any clarification, please contact the course coordinator, **Dr. Chetna Sharma Rajput** (Email: [csrajput.hss@nitrr.ac.in](mailto:csrajput.hss@nitrr.ac.in) Mobile:8727851039) Assistant Professor, Department of Humanities and Social Sciences, NIT Raipur. For course details kindly refer to **Annexure- A**. Conduction of the course is subject to enrolment of minimum number of students.

**Dr. Subhojit Ghosh**  
Chairman, CEC NIT, Raipur

## Annexure-A

**Course Name: Interviews and Group Discussions - Body Language, Gestures and Postures**

**Course Coordinator: Dr. Chetna Sharma Rajput**

**Duration of the Course: 30 Hours.**

**Objectives of the course:** This course is proposed to specifically work towards improving non-communicative/unspoken part of interviews. Non-verbal cues like tone, gestures, postures (body language) are ways that our bodies use to make different forms of non-verbal communication. The Mehrabian Communication Model states that, a significant percentage of a message is conveyed through nonverbal component. Hence, a premeditated effort to work upon improving the expression of non-communicative elements becomes important. The course broadly aims to upskill learners command over intentional aspects of body language parameters; like facial expression, hand movements, eye movements, seating and standing poses, leg stances, arm movements and placements etc. The course also subjectively plans to illustrate the symmetry between gesture, posture and sentiments. They can depict confidence, an introvert/extrovert nature, submissive/assertive personalities, dominant traits of aggression or anxiety. The knowledge and assimilation of which are necessary precondition to exhibit and command interviews successfully. Lastly, this course in its very nature is more pragmatic, performance oriented and practical, as intentionally or unintentionally non-verbal communication aids to assess a lot about the prospective candidate.

**Learning Outcomes (LO):** Upon successful completion of this training Programme, the participant will be able to:

- Exhibit confidence, reliability and professional stance to the interviewer.
- Interpret interviewer's body language, that can aid in understanding and responding to his/her intentions accordingly.
- Have a better understanding and articulation of tone (low-medium) for positive image assessment.
- Deploy intentional and conscious efforts to project confident body language cues.
- Have a better awareness and assimilation of the underlying principles of non-verbal interview cues such as eyes, gestures, facial expressions.
- Grasp the dynamics of Green Flags (Do's) and Red Flags (Don'ts) during different forms of interviews.
- Become more conversant and confident with the over and under expressions (facial, gestures, eye contact etc.)
- Have an in-depth understanding of hand gestures and its use to emphasize on key points and words during an interview (use of left and right hand).
- Lastly, to develop and imbibe active listening skills in response to interviewer's tone of voice, his or her facial expressions and body language and respond accordingly.

## **Course Content**

### **Course Name: Interviews- Body Language, Gestures and Postures**

#### **Module I: Body Language**

Its role as non-verbal medium of communication and expressions. Body language for good first impression. Strengthening verbal messages- on screen (virtual) and in person. Reading body language: Negative and Positive. Body language and effective Public Speaking. Virtual body language, Rising use of Emoji in Professional and Business Communication.

#### **Module II: Postures and Gestures**

Postures and gestures as signal and depiction sentiments. Facial Expressions. Hand and Eye Movement. Categories of Posture: Closed, Open, Mirroring. Gestures: Emblems, Illustrators. Face as an impression of personality. Power Pose and stressful situation. Mapping postures and gestures.

#### **Module III: The Process**

Body language for interviews and negotiations: Introduction (planning and preparation): objective/purpose, dynamics of under and over preparation, programmed v/s non-programmed approach to questioning. Time gauge, Rapport Building, Conversation guiding, Fear of Silence. Art of listening Wrapping-Up, Power dynamic shift from employer driven market to candidate driven market

#### **Module IV: Workshops and Sessions**

Group set activities. Micro expressions in action- postures. Behavioral interviews. 4 P's: Patience, Practice, Performance and Perfection

### **Module-Wise Content**

*[\*NOTE: Time-slot for the classes will be finalized after consulting the participants.]*

<b>Day</b>	<b>Content</b>
<b>Module-I</b>	
<b>Day 1</b>	Body Language – an essence to non-verbal
<b>Day 2</b>	Expressions and Impression: The parallels
<b>Day 3</b>	Strengthening Verbal Messages through non-verbal inputs
<b>Day 4</b>	Reading body language: Negative.
<b>Day 5</b>	Reading body language: Positive
<b>Day 6</b>	Public Speaking and body language
<b>Day 7</b>	Corporate Communication and expressions –
<b>Day 8</b>	<b>Sessions</b> – Red Flags (Negative Body Language) and Blue Flags (Positive Body Language)
<b>Day 9</b>	<b>Sessions</b> - Identify incongruent behavior, optimal eye contact and movement.
<b>Module-II</b>	
<b>Day 10</b>	Postures and Gestures- Difference, impact, mapping.
<b>Day 11</b>	Gestures- Variations, signals, depictions.
<b>Day 12</b>	Postures- Categories, situational orientation, signal and sentiments
<b>Day 13</b>	Facial Expressions – The micro expressions, language to emotions of an individual.
<b>Day 14</b>	Eyes can be revealing - The contact, movement, coordination with gestures.
<b>Day 15</b>	Over and under gesturing. Mapping postures and gestures.
<b>Day 16</b>	<b>Sessions</b> - Authentic and Scripted depictions, identifying and assimilating the variations.

<b>Day 17</b>	<b>Sessions-</b> Practicing signals during acts.
<b>Module-III</b> <b>Day 18</b>	Embracing the process- Introductory and small talk phase. It should go both ways.
<b>Day 19</b>	Appearance: Dress to impress is a 'FACT'. Depicts aesthetic taste, Self-discipline habits and preferences/interest.
<b>Day 20</b>	Building rapport- Tone, minimizing barriers, sorting apprehensions and perceptual gender disparities.
<b>Day 21</b>	Standardized / customary questions; why are they crucial? Attention span: short and long, shift in subject.
<b>Day 22</b>	Guiding conversation- Questioning- Structured v/s non-structured, screened information sharing, Time gauge, Art of listening and fear of silence.
<b>Day 23</b>	Winding-Up- Role of Hand gestures, Respect, Follow-up email (yes/no), power of interview blogging websites (example glass door)
<b>Day 24</b>	Power dynamic shift from employer driven market to candidate driven market. Objective v/s subjective view.
<b>Day 25</b>	Response that is Overwhelmingly conventional elevates suspect! Politicizing responses: watch out for polarization. Dealing with inappropriate questions.
<b>Day 26</b>	Culture and customs: the art and acceptance of postures and gestures.
<b>Module-IV</b> <b>Day 27</b>	<b>Session-</b> Group set activities
<b>Day 28</b>	<b>Session-</b> Micro expressions in action- postures
<b>Day 29</b>	<b>Session-</b> Behavioral interviews
<b>Day 30</b>	<b>Session-</b> 4 P's: Patience, Practice, Performance and Perfection.  Feedback and Evaluation



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**ANNEXURE-B**

## APPLICATION FORM

Name of the Course Applied: .....

Name: .....

Father's/Husband's Name: .....

Date of Birth: ..... Sex: Male ☐ Female ☐

Occupation: .....

Qualification: .....

Address: .....

.....

E-mail ID: .....

Phone (with STD code): Residence: ..... Mobile: .....

**Aadhar Number:**

**Fee Details:**

Amount: ..... DD No/Online transaction ID: ..... Date: .....

Name of the Bank(for DD) .....

(Please write your name and course applied for in the back of the Demand Draft also.)

**Date:**

**Signature of the Applicant**

**Note:**

1. The Fee Deposited for any course is non-refundable & non-transferable.
2. Information regarding the classes will be via e-mail after registration.
3. Applicant is in Government service need to apply through proper channel.

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## For Office Use Only

Course and Time allotted:

Fee Details:

Place & Date:

Signature of CEC-Chairman



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**ANNEXURE-C**

## ACCOUNT DETAILS FOR ONLINE PAYMENT

Bank Name:	State Bank of India
Account Number	38027633250
Account Holder Name	Director NIT Raipur
Branch Name and Address	NIT Branch, G. E. Road Raipur, Chhattisgarh 492010, India
IFSC Code	SBIN0002852
MICR Code	492002004
Swift Code	SBININBB646
PAN Card Number	AAAJN0643G
GSTIN Number	22AAAJN0643G1ZN

