

MANAGEMENT OUTLOOK



SUMMER TRAINING AIMS AT

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MANAGEMENT MAGAZINE

The Summer Training is an integral part of the PGDBM programme and aims at achieving the following objectives:

Application of knowledge and techniques learnt in the first year to real business problems and to test out and enrich one's understanding, knowledge and skills.

Gives an insight into the working of the real organizations.

Gaining deeper understanding in specific functional areas.

Appreciating the linkages among different functions and developing a realistic managerial perspective about organizations in their totality.

Helps in exploring career opportunities in their areas of interest.

An intern or stagiaire is one who works in a temporary position with an emphasis on on-the-job training rather than merely employment, making it similar to an apprenticeship. Interns are usually college or university students, but they can also be high school



students or post graduate adults seeking skills for a new career. Student internships provide opportunities for students to gain experience in their field, determine if they have an interest in a particular career, create a network of contacts, or gain school credit. Internships provide the employers with cheap or free labor for (typically) low-level tasks and also the prospect of interns' returning to the company after completing their education and requiring little or no training.

An internship may be either paid, unpaid or partially paid (in the form of a stipend). Paid internships are most common in the

Special points of interest:

- Summer Training as an integral part of PGDBM program
- Aims to achieve some predefined objectives
- It's a work-related learning experience
- Obvious advantages an internship offers
- Why is work experience important?
- Types of Work Experience
- DO'S & DON'TS in the Organization

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medical, architecture science, engineering, law, business (especially accounting and finance), technology and advertising fields. Internships in non-profit organization such as charities and think tanks are often unpaid, volunteer positions. Internships may be part-time or full-time; typically they are part-time during the university year and full-time in the summer, and they typically last 6-12 weeks, but can be shorter or longer. The act of job shadowing may also

constitute as interning.

Internship resources are provided by Career Connections to reveal viable career paths through hands-on learning experiences in a variety of areas of interest. Completing internships during college allows students to explore and experiment while gaining professional experience and exposure. Additionally, interning helps participants develop essential skills and build the confidence to secure a first job.



BENEFITS OF INTERNSHIPS

With the development of economies and globalization, exposure to international business and culture is becoming a necessary and valuable experience for Management Students entering the job market. An MNC experience in an academic program brings a significant edge to individuals when seeking career employment. Employers are always looking for persons who are self-confident, worldly and knowledgeable of a multicultural world. Successful completion of an internship will further develop characteristics, which are desired by companies in the real business world.

An internship is an excellent way to determine if the industry and the profession is the best career option to pursue. Interns not only gain practical work experience in a field that they intend to pursue but also build experience in international platforms. Internships help individuals to combine theory with practical work experience. Internships helps develop professional work habits; provides an understanding of corporate cultures, gives an opportunity to analyze international business settings, offers platforms to compare differences in work styles.

Internships offers the

An internship is a work-related learning experience for individuals who wish to develop hands on work experience in a certain occupational field. Most internships are temporary assignments that last approximately three months up to a year.



privilege to observe differences in businesses, and see how projects are handled in different cultures, which might be conducted differently in the intern's home country. Internships may present a potential for an offer of full time employment. International work experience is the most beneficial advantage that can be acquired by completing an internship. For students or fresh graduates, having this work experience on their resume can be the best way to get the foot in the door. This can result in more job offers as compared to individuals who lack such work experience.

Work experience gives graduates 'very valuable' experience when applying for jobs. Elspeth Farrar from the Association of Graduate Careers Advisory Services (AGCAS) said summer internships and work experience would help

graduates find employment. Even if relevant work experience was not available, being in a work environment would still provide people with essential skills, such as being part of a team, she claimed.

A recent survey by the Association of Graduate Recruiters revealed competition for graduate jobs has increased over the last year, with each vacancy attracting 29.2 applications. Ms Farrar said: 'Doing work experience, internships, volunteering, is absolutely vital for gaining the breadth of experience that employers are looking for.' She added that companies in some sectors recruited directly from graduates who had undertaken an internship, meaning this kind of experience was used as a vetting process. It also allowed graduates to understand the marketplace and target their job-hunting efforts, she concluded.

Some of the obvious advantages an internship offers:

- *Learn more about a chosen field.*
 - *Apply classroom theory to real work situations.*
 - *Become more knowledgeable about general work functions in particular fields.*
 - *Identify and/or test interests and talents.*
 - *Investigate organizational cultures.*
 - *Learn career-related skills.*
 - *Identify transferable skills.*
 - *Strengthen written and oral skills.*
 - *See if a selected career path is one you truly wish to travel.*
 - *Find out what it's like to work in a business environment.*
 - *Enhance and strengthen your resume.*
 - *Make contacts to gain future employment.*
 - *Bridge between college and work.*
 - *Stimulate new interest in academic course work and frequently develop an interdisciplinary perspective.*
- Gain an increased awareness of skills, attributes, personal qualities and values*

WORK EXPERIENCE

A period of work experience (such as a work placement or internship) can radically improve your employability. Getting a good degree is still important, but work experience allows you to develop additional skills and qualities that will impress recruiters.

Why is work experience important?
- developing soft skills, learning about work, choosing a career

Types of work experience
- internships, temporary work, voluntary work, work-shadowing



Why is work experience important?

Getting a good degree is, on its own, not enough any more. With increasing numbers of students going to university, graduates with good degrees are easy to find.

However, according to a survey by the Association of Graduate Recruiters (AGR), graduate employers are still having problems filling vacancies. 'The largest factor [is] a lack of applicants with the right skills,' says Carl Gilleard, Chief Executive of the AGR.

'Employers are likely to be looking for graduates who can demonstrate softer skills such as teamworking, cultural awareness, leadership and communication skills, as well as academic achievement.'

If you've chosen your career path already, work experience will demonstrate your commitment, and is particularly important for careers such as teaching, investment banking, medicine and law. If you haven't decided what you want to do, it's a good way to try out different industries and develop your transferable skills at the same time.

Types of work experience

From structured summer internships to temporary work in an office, there are many valid forms of work experience:

placements and internships -

formal, structured programmes which often act as a 'foot in the door'

casual work experience - informal, found by speculative applications or through contacts

temporary work - a chance to earn money and gain experience at the same time

voluntary work - another great way to boost your skills base, particularly if you're pursuing a related career

work shadowing - unpaid but can be the only option in some of the more competitive career areas.

Adding to your career skills isn't the only reason to get some work experience. There are many other benefits too.

You may meet people during your work-experience placement who could be useful in the future, either as referees, to give you career advice or to alert you to vacancies. Every interview you go to for a work-experience placement or part-time job will improve your technique for job interviews later on. Gaining experience of different workplaces will help you to decide which career or employer is right for you. You may get a permanent job offer. Work experience will help you to gain confidence, which is another quality valued by graduate recruiters. Many forms of work experience are paid!

Do's and Don'ts in the Organization

Do's-

Punctuality (timeliness), Maintaining healthy and cordial relationship with the people in organization.

Understanding the work culture.

Obedying direct orders from the seniors.

Showing a sense of belonging with the organization.

Maintaining proper Line and Staff Relationship with the seniors and subordinates (If Any).

Don'ts-

Do not take the training lightly and casually.

Do not give an impression that you are doing the training just for the sake of it. Put your heart and soul.

Do not involve in internal politics.

Do not reveal you weaknesses.

Do not lie to your seniors.

Do not waste your time.

Do not copy any material. Be original.

Do not go for leave unless it is indispensable.

Do not ask for favours.

