



IMPAR

Indian Muslims for Progress and Reforms

REPORT ON
JOBS READINESS PROGRAM

INTERVIEW AND LEADERSHIP SKILLS

July 17 2020

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LEADERSHIP is
not what you do
TO PEOPLE;

LEADERSHIP is
what you do
WITH PEOPLE



Ms. Injila Khan, Program Coordinator IMPAR

Ms. Injila Khan gave the introductory remarks. She welcomed the participants who have been with IMPAR's Jobs Readiness Program for a long time now. She was also pleased to welcome the speaker Mr. Mohammad Haseeb who was joining from the Sultanate of Oman.



Mr. Mohammad Haseeb

Mr. Mohammad Haseeb started his lecture by telling about his journey that how he grew from a trainee to the HOD and he did not stop there but achieved higher goals in life. He gave definitions of leadership and a leader. He highlighted some of the **qualities of a good leader** by asserting that leadership is a blend of qualities such as communication, self-confidence, personality, emotional intelligence, decision-making, focus, etc.

Mr. Haseeb highlighted the **4 Golden Rules of Leadership** which are as follows:

- Have enough courage to initiate and take responsibilities
- Don't ask them to do, make them to do
- Be charismatic and direct your team to the final destination
- Develop strategies and accomplish the task

He called people's attention to himself by asking spontaneous questions to the participants about success. After a quick interaction, he then moved to next area. He talked about **different types of interviews** and **what to do before the interview**. He suggested researching about the organisation would be a plus, about its objectives, history, organizational culture, interviewer profile, etc. It is very important to dress well as for most

of the people *first impression is the last impression*. He then discussed **interview skills**. Body language, attire, eye contact, skills and attributes that make you stand out from other candidates, etc. are the principles of a good interview. He also laid stress on reading your CV thoroughly, and one should give an example of his/her leadership skills. One should also prepare oneself for answering hypothetical questions as the interviewer can give a situation also.

Now, Mr. Haseeb talked about **interview communication skills**. One should demonstrate confidence in the body language and a constant eye contact needs to be maintained. One should ask the interviewer questions when the opportunity arises. He also pointed out some **common interview blunders** like chewing a gum while talking, appearing disinterested and arrogant, wearing the wrong attire, or answering a phone call, are the most common mistakes people make. Mr. Haseeb very positively covered **cultural differences** in his presentation. He said that one should talk clearly and slowly in English as it might be your second language. He also emphasized on talking about your achievements with a positive, marketing focus. He very nicely addressed other important areas in an interesting way explained below:

S-Situation

T-Task

A-Action

R-Results



He advised to practice the (above) star.

The speaker also gave a list of **important questions** that an interviewer may ask and taught the values one should practice **post interview**. Thanking them after interview, indicating them that you look forward to hearing from them are the things which make your chances bright of getting selected.

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Interview Question

- Tell me about yourself
- Why did you leave your previous job?
- What sort of job you are looking for?
- What appeals to you about this job?
- Why do you think you'd be good at this job?
- What are your strengths?
- What are your weaknesses?
- Would you accept this job if it were offered to you?
- What do you know about this company?
- If you take this job, how long would you stay?
- Don't you think you may be too
- old/young/inexperienced?

PREPARE MOCK
INTERVIEW

He gave his insights on **attitude**. He quoted Charles Swindoll, *"The most significant decision I make each day is my choice of an attitude. When my attitudes are right there's no barrier too high, no valley too deep, no dream too extreme and no challenge too great."* He explained beautifully how attitude constitutes to 100 per cent. If A-Z is represented as 1-26, then hard work would come as a total of 98%, knowledge constitutes to 96% but it is the attitude which makes the total of cent per cent. If one sees with an employer's lens, then right attitude is what an employer looks for. Another very important thing he pointed out was that one should **get the basics right**. Also, punctuality, attentiveness and being pro-active are things of utmost importance. One should never compromise with these things for a successful life.

Attitude –Matters & Matters

Now, bring in



A-T-T-I-T-U-D-E

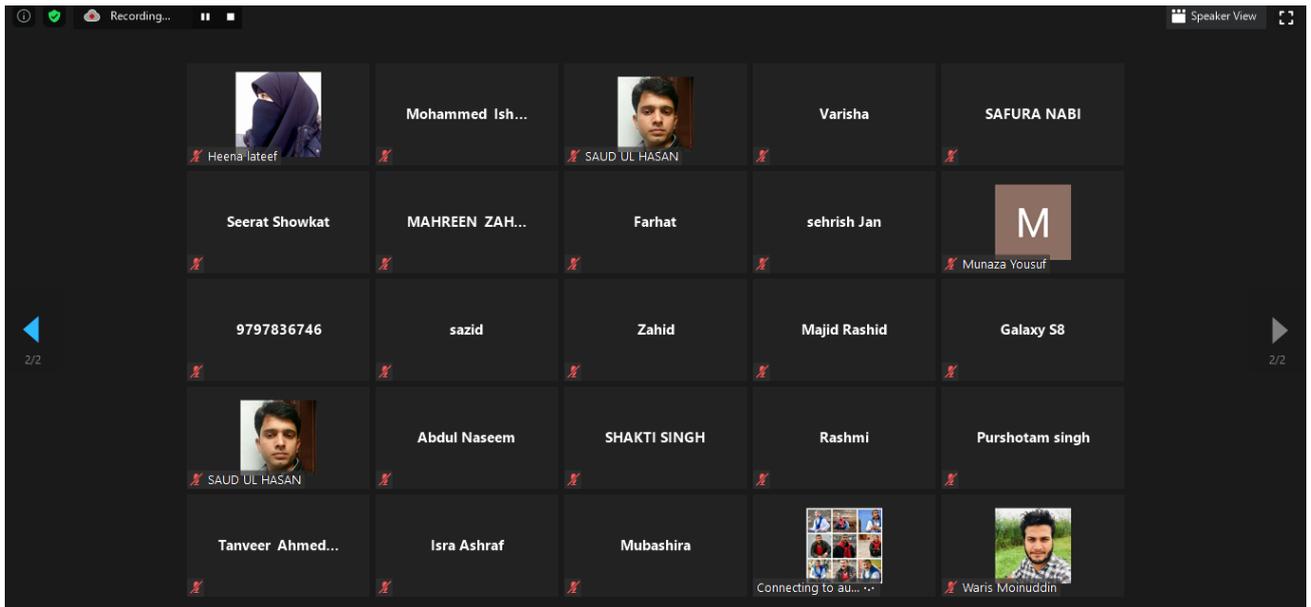
1+20+20+9+20+21+4+5 = 100%

Mr. Mohammad Haseeb concluded the session by taking a bunch of questions. It was a very well interactive webinar. The speaker thanked IMPAR for its work and Endeavour. Ms. Injila Khan delivered an effervescent vote of thanks to Mr. Haseeb for his guidance and time hoping it to be beneficial for the youth and for the welfare of the society as a whole.

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Glimpses:



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