



**Edition 1: September 2024**

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**Trainer's Bytes**

**Vidharbha Trainers Association**



## **KYC with a twist!**

It's hardly a surprise in today's age, one understands the meaning of KYC as off course ...

-Know Your Customer!

However, today I am drawing your attention to another KYC which our colleagues who wish to take the leap of faith from campus to corporate need to be FULLY aware.

Today's age is a digital age and knowingly unknowingly, we have already left our digital footprints on this vast landscape which is seemingly infinite.

In our haste to be digitally savvy, tech proficient we already have given up on the personal data privacy aspect .... remember the anxiety while creating our 1st FB page account, our 1st Instagram account ....

how blindly we scrolled down few pages and hurriedly clicked on the tick box icon "I accept" and YES, our social media account was activated.

We feel so proud in playing with our new digital window that we forgot what we have already invited into our lives.

The vibrancy of youth is full on display with our participation to various social causes, freedom of speech activities and "ready to take on the world" attitude being displayed as part of posts, photos, reels etc.

But here is precisely where we should be able to mix caution with aggression.

Students who are on the verge of stepping into the corporate world need to pay that extra attention to all the social media handles where they have an account and so freely participate in exchanges – by posting / re posting comments, photos and what not. Its necessary to ensure that such acts of freedom come with its own prudent boundaries.

HR consultants who scan a candidate profile, immediately latch on anything they can pinpoint to not in line with company philosophy and REJECT a worthy candidate. In fact, the rejection happens instantly with no questions asked although the candidate may have cleared multiple earlier rounds successfully.

Its necessary that students must exercise due care when they handle their social media accounts.

Care should be taken not to air anything which crosses certain acceptable boundaries or ensure that expressions be it in any form is not targeting any specific shades of public life. Our legal system allows freedom of speech, but it brings along certain duties and responsibilities too.

KYC – Know your CANDIDATE is what we should be cautious about. This is the lesson that we need to be mindful off, especially when WE are representing the potential CANDIDATE profile. Its imperative that our candidate profile is digitally safe, secure [not only in technical terms] but also while portraying our personality.

The aim of this small write up was only to sensitize and not sensationalize the Know Your Candidate!

Best wishes for a successful campus to corporate journey!

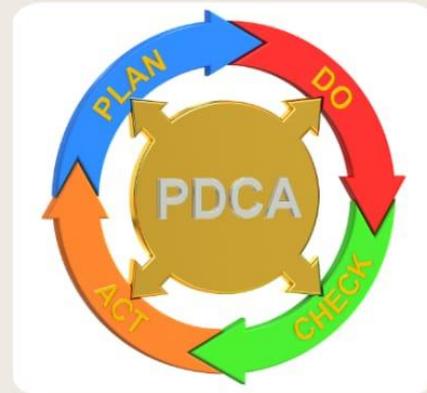
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# PDCA CYCLE

Parag Gharpure



## The Secret Sauce to Success: Plan, Do, Check, Act

Have you ever felt like you're running in circles, trying to achieve your goals but somehow always ending up back where you started?

That was me, stuck in the endless loop of doing without achieving. Then, I discovered the power of the Plan-Do-Check-Act (PDCA) cycle, and everything changed. The PDCA cycle, often known as the Deming Cycle, is a simple yet powerful framework for continuous improvement. It's like having a personal GPS for your goals, guiding you step by step towards success.

### Importance :

The importance of PDCA cannot be overstated. Imagine trying to build a house without a blueprint – chaotic, right? The 'Plan' phase is your blueprint. It's where you set your objectives and determine the steps needed to achieve them. For example, as an engineer, meticulously planning every project phase is second nature to me. This phase helps me visualize the outcome and foresee potential roadblocks.

### Advantages :

The advantages of PDCA are manifold. When you 'Do,' you put your plan into action. It's not just about doing but doing with purpose. For instance, in my own time management training sessions, the 'Do' phase involves implementing new techniques and tools to streamline tasks.

Then comes the 'Check' phase, where you evaluate your progress. This step is a game-changer. By regularly checking in on your progress, you can quickly identify what's working and what's not. It's like having a performance review but without the nerves.

Finally, the 'Act' phase involves making necessary adjustments. Think of it as fine-tuning an engine. Small tweaks can lead to significant improvements. I've found this especially true in personality development workshops, where continuous feedback helps refine communication skills.

### Disadvantages :

However, the PDCA cycle isn't without its challenges. It requires discipline and commitment. Skipping the 'Check' phase, for instance, can lead to repeated mistakes. But even these challenges are opportunities in disguise. They teach resilience and the importance of perseverance.

### New Skills :

Embracing the PDCA cycle has also equipped me with new skills. It has honed my analytical thinking, enabling me to dissect problems and develop effective solutions. It's enhanced my adaptability, as the 'Act' phase often requires quick pivots and creative problem-solving.

### Effective CTA :

So, how can you harness the power of PDCA? Start by identifying a project or goal and apply the PDCA steps. I hope you found these insights on the PDCA cycle valuable and inspiring. If you did, please give this post a like and share it with your network. I'd also love to hear your thoughts and experiences with the PDCA cycle in the comments below. Your engagement helps us all learn and grow together. Let's keep the conversation going!

## 4 Winning Ways to Close a Cover Letter

A strong closing can leave a lasting impression on recruiters. Here are a few effective ways to wrap up your cover letter:

- Reiterate your enthusiasm: Show how excited you are about the opportunity and how your skills align with the role.
- Call to action: Politely request an interview or further information.
- Thank them for their time: Express gratitude for their consideration.

Example: "Thank you for your time and consideration. I am eager to discuss how my skills and experience can contribute to [Company Name]. Please don't hesitate to contact me at [your email] or [your phone number] to schedule an interview."

What are your favorite closing lines for a cover letter? Share them in the comments below!



## 4 Winning Ways to Close a Cover Letter

**"I am confident that I am well qualified for your position and I would appreciate the opportunity to meet with you and further explore how I may be of value to your organization. Thank you for your time and consideration and I look forward to hearing from you soon."**

**"I believe my background provides the skills you require for this job opportunity and I would welcome the opportunity for a personal interview to further discuss my qualifications and how I can make a positive contribution to your company."**

**"I have attached my resume which further expands on my skills and suitability for your position. I look forward to hearing from you soon to schedule an interview at your convenience, during which I hope to learn more about the needs of your organization and how I may contribute to the success of the X team"**

**"I am available to meet with you to discuss my qualifications at your convenience. I would like to thank you in advance for your time and any consideration you may give me. I look forward to hearing from you."**

