

Faculty of Commerce

REPORT ON TRAIN HER...(2019-2020)

- **Total Duration-30 hrs**
- **Resource person-Mrs. Sheetal Parikh**
- **Number of students:8**
- **Evaluation: We have taken test & oral based upon the contents covered in the course**

Introduction:

In the modern workplace, you need more than technical skills to be successful in your career. Today's employers seek candidates who can perform their jobs well but who can also fit into the company culture and interact with other employees. In order to do these things successfully, students need to develop soft skills. Soft skills are attributes that enable you to engage in meaningful interactions with others. Since most jobs require teamwork, it's important to possess soft skills to enhance your employability and achieve your dream job. They will help you increase your productivity in your career, build professional relationships and thrive at your job.

Read on to learn more about soft skills, their importance in your career, how to develop them and various books that you can read to improve them.

What are soft skills?

Often known as "people skills", these skills refer to the abilities required to interact amicably with others in an office setup. They are personal attributes that affect your interaction and relationships with others. A few examples include:

Communication: An excellent communicator can put their ideas and arguments across in an effective way that does not offend anyone. Communication skills include listening, speaking and writing.

Course Objectives

- Writing clear and concise emails;
- Pitching an idea to the clients;
- Creating a compelling presentation;
- Socialising with co-workers and clients;
- Collaborating with team members.
- Discuss a problem objectively;
- Examine how a problem affects the team and its productivity
- Come up with possible solutions;
- Make plans to implement the solutions.
- Managing a deadline and staying focused;
- Developing a project plan that includes all details such as goals; requirements and available resources;
- Balancing multiple projects at a time and shifting priorities;
- Identifying factors causing delay and assessing how to address them.
- Brainstorming ideas and solutions;
- Asking questions to generate original ideas;

- Keeping an open mind to evaluate tough situations;
- Keeping a positive attitude.

Considering all above objectives, faculty of commerce organized such course from 6th Jan.2020 to 18th Jan.2020 for all commerce students on goggle meet. 8 girls students were attended it. It was conducted by Mrs. Sheetal Parikh madam. During the course she has been focused on-meaning of soft skills, interview skills, telephone & email manners, body language, CV writing etc. It was very interactive course.

Coordinator

Vice Principal