

Faculty of Commerce

*REPORT ON
SOFT SKILL DEVELOPMENT COURSE (2018-2019)*

Date: 20th Aug.2018 to 30th Aug.2018

Duration: 30 hrs

No. of students enrolled: 137

No of students: Completed the course: 137

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

- To make the students aware of soft skills
- To develop personality of the students
- To improve presentation skills
- To make aware about interview techniques & group discussion
- To enhance employability of students

Considering all above objectives, faculty of commerce organized such course from 20th Jan.2018 to 30th Aug.2018 for all commerce students. Totally 137 students were attended it. It was conducted by different resource person namely-Ms. Yogini Joshi, Neha Ratnalkr, Ms. Deepali Lodha, Dr. Atul Patil etc. During the course they have been focused on-meaning of soft skills, presentation skills interview skills, telephone & email manners, body language, CV writing etc. It was very interactive course.

Coordinator

Vice Principal