



ST FRANCIS DE SALES COLLEGE

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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Title	"Improve your Soft skills "
Date of Event(s)	12th May 2023, 18th May 2023 & 1st June 2023
Department/Association/Cell /Committee	Computer Applications
Venue <i>(Mention the platform if it is online)</i>	Computer Lab 2, Room No - 302, SFS College
Number of Participants	69
Target Audience	IV Sem BCA Students
Resource Person(s) with qualification(if applicable):	Sailaja .M
Event Coordinator	Prof.Sailaja .M

The objective of the Program:

Skill Enhancement Course is designed to provide value-based or skill-based knowledge. The main purpose of these courses is to provide students with Soft-skills to increase their employability.

- Define and Identify different Soft skills required in personal and professional life
- Develop an awareness of the self and apply well-defined techniques to cope with emotions and stress.
- Take part in group discussions.
- Use appropriate thinking and problem-solving techniques to solve new problems
- Understand the basics of teamwork and leadership.
- Explain the basic mechanics of effective communication and demonstrate these through presentations
- To understand the nature of stress and its impact on health and behavior. Recognize the stressors and signs of stress in their own lives. Recognize the cognitive components of stress, especially the effects of one's automatic thoughts and internal dialogue on appraisal of stressors.

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The skill development course on Soft skills was conducted for 4 sessions and one session assessment. Introductions to soft skills, importance, followed by activities and sessions on various soft skills like self-awareness, communications skills, goal setting, leadership, and stress management.

1. Introduction: The soft skills session was conducted from 5th May 2023 to 16th June 2023, at with a duration of one session weekly on Friday last hour, the sessions aimed to enhance participants' soft skills and equip them with essential interpersonal and communication abilities to thrive in personal and professional settings.
 2. Objectives: a) To understand the importance of soft skills in today's workplace. b) To develop effective communication skills. c) To foster teamwork and collaboration. d) To improve emotional intelligence and self-awareness. e) To enhance problem-solving and decision-making abilities.
 3. Attendees: The session was attended by BCA 4th Sem students around 69 students individuals from diverse backgrounds. Participants displayed enthusiasm and actively engaged in the various activities throughout the session.
 4. Session Highlights: a) Icebreaker Activity: The session began with an icebreaker activity to encourage participants to interact and get to know each other. This activity helped create a positive and inclusive environment.
- b) Importance of Soft Skills: The facilitator emphasized the significance of soft skills in today's dynamic workplace. Participants gained insights into how soft skills contribute to personal and professional growth and success.
- c) Communication Skills Workshop: An interactive workshop on effective communication was conducted, focusing on verbal and non-verbal communication, active listening, and clarity of expression. Participants engaged in role-playing exercises to practice different communication scenarios.

d) **Teamwork and Collaboration:** The session emphasized the importance of teamwork and collaboration in achieving shared goals. Participants worked in groups to solve problems, fostering cooperation and synergy.

e) **Emotional Intelligence:** The facilitator introduced the concept of emotional intelligence and its role in building positive relationships. Participants explored techniques to develop self-awareness, empathy, and effective emotional management.

f) **Problem-Solving and Decision-Making:** Participants were introduced to practical strategies for problem-solving and decision-making. They engaged in interactive activities that required critical thinking and analysis to arrive at optimal solutions.

g) **Closing Discussion:** The session concluded with a group discussion, allowing participants to reflect on their key takeaways and share their experiences. The facilitator provided guidance on applying the learned soft skills in real-life situations.

5. **Outcomes:** a) **Enhanced Communication Skills:** Participants gained practical knowledge and techniques to improve their communication skills, enabling them to express themselves effectively and build stronger relationships.

b) **Strengthened Teamwork Abilities:** The session fostered teamwork and collaboration, equipping participants with the skills to work effectively in diverse teams and achieve common objectives.

c) **Improved Emotional Intelligence:** Participants developed a better understanding of their emotions and the emotions of others, enabling them to navigate interpersonal interactions with empathy and emotional awareness.

d) **Enhanced Problem-Solving and Decision-Making:** The session provided participants with problem-solving frameworks and decision-making techniques, empowering them to approach challenges and make informed choices.

The outcome of the program:

The soft skills session proved to be highly beneficial in equipping participants with essential interpersonal and communication skills. The interactive and engaging nature of the session facilitated active learning and provided participants with practical tools for personal and professional growth. By focusing on soft skills, participants are now better prepared to succeed in today's competitive environment.

Report Prepared by: Prof. Sailaja



Report Verified by:



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