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**ST FRANCIS DE SALES COLLEGE**

Permanently Affiliated to Bangalore University | Electronics City, Bengaluru - 100

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**IQAC** presents

***"Soft Skills for professional development"***

**for**

**Non - teaching Staffs**

**By**

**Professor Maria Priya**

**Department of Business Administration**

**Venue: Seminar hall**

**Date:08-01-2020**

**Time :09:00AM**



# ST FRANCIS DE SALES COLLEGE

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Electronics City Post, Bengaluru - 560 100 || [www.sfscollge.in](http://www.sfscollge.in)

## Soft Skills for Professional Development

Title	Soft Skills for Professional Development
Date of the Event	08.01.2020
Department/Association	IQAC
Venue	Seminar Hall
Number of participants	20
Resource Person(s) with Qualification	Dr. Maria Priya Assistant Professor Department of Business Administration
Coordinator	Prof. Maya Mathew

The IQAC has organised a management development program for the non-teaching staff of the college on 8<sup>th</sup> January 2020 in the seminar hall. The objective of the program was to develop the soft skills required to manage the administration and help the staff in the administrative management.



For a success to function effectively people must work well together in order to achieve a common goal. The quality of work improves when people use their individual strengths and skills together in collaboration.

Some people struggle with teamwork because they believe that they know how to do the job better than anyone else and they do not trust others to do their roles. This can create conflict and hurt the overall effectiveness of the team. In this seminar Dr Maria Priya has spoken the following soft skills are must for everyone:

- Active listening - listen to the concerns, opinions and ideas of others,
- Assertiveness and not aggression-Assertive people are not afraid to express their opinions, and honor themselves by standing up for their beliefs. They respect others as equals, with the intention of exuding mutual respect. Such people are not afraid to express their needs to others. Aggressive people see hurting another as a bi-product of a "successful" communication or negotiation.
- Dr. Maria Priya has defined that Collaboration of 3 c's are important to improve the skills Cooperation, Coordination and Communication. Without those terms we can't get success in our life. Whatever talents but we don't know to communicate to others, and then there is no meaning for our talent. Proper Communication is must for everyone to exhibit their talents.
- Interpersonal skills-Interpersonal skills are the behaviors and tactics a person uses to interact with others effectively.
- Sharing information and ideas-Sharing of information and ideas are important skills for the success. Success means it is not an individual person get success in their life. It is a success of group people, it is possible only by sharing their knowledge, ideas and experiences.

Dr. Maria Priya has completed her MBA and she has completed her Doctorate in Bharathidasan University, Trichirappalli, Tamil nadu. She has published many papers in Scopus and UGC Care list journals. Her total years of experience in teaching are 8 years. He has acted as a Project Co-coordinator for BBA students from past three years. She has led the various programmes and conference which is conducted by the college.

The outcome of the session is, the non-teaching staff learned what are skills are required to their profession how they have to utilize their skills to get a success. They have understood that team work is an important for success. Ultimately they have realized that communication, understanding and co-ordination are the backbones for the lucrative.

Dr. Maria Priya has thanked to the management has provided such a wonderful opportunity to share her knowledge with others.

  
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