



# S.B.V.R. DEGREE COLLEGE

(Recognized by UGC under Section 2(f) & 12(B), Permanently Affiliated to Yogi Vemana University, Kadapa)

Mydukur Road, BADVEL - 516 227, Kadapa Dist. Andhra Pradesh, India.

Website : [www.sbvrdc.ac.in](http://www.sbvrdc.ac.in) e-mail : [principal.sbvrdc@sbvr.in](mailto:principal.sbvrdc@sbvr.in) ☎: 08569-282021, 📞: +91 75690 34175


## Career Counselling and Competitive Examinations Cell

Date : 07-09-2019

### Circular

All students of this college are here by informed that the Competitive Examinations and Career Counselling Cell is going to organize a 45 days programme on Soft Skills entitled "Soft Skills for Success" in association with Department of English. All the Interested students are instructed to enrol their names with Head, Department of English and obtain the syllabus on or before 12-09-2019. The Programme will commence from 13-09-2019.



  
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## Syllabus for 45 Days Soft Skills Course on "Soft Skills for Success" for the Academic Year 2019-20

### Course Objectives:

1. To understand the importance of soft skills in personal and professional contexts.
2. To develop effective communication skills, including verbal, non-verbal, and written communication.
3. To enhance interpersonal skills for building positive relationships in various settings.
4. To cultivate critical thinking and problem-solving abilities.
5. To improve time management and organizational skills.
6. To foster resilience and adaptability in dealing with challenges.
7. To refine leadership and teamwork skills for collaborative success.
8. To instill self-awareness and emotional intelligence for better self-management.

### Course Outcomes: By the end of this course, students will be able to:

1. Demonstrate proficient communication skills in various forms.
2. Establish and maintain positive relationships in personal and professional settings.
3. Employ critical thinking and problem-solving techniques effectively.
4. Manage time efficiently and organize tasks systematically.
5. Adapt to changing environments with resilience and flexibility.
6. Lead teams and contribute effectively to group dynamics and exhibit self-awareness and emotional intelligence in interpersonal interactions.
7. Apply learned soft skills to enhance personal and professional growth.

### Detailed Syllabus

#### Unit 1: Introduction to Soft Skills (5 days)

- Understanding the importance of soft skills in modern contexts
- Overview of communication, interpersonal skills, and emotional intelligence
- Self-assessment: Identifying personal strengths and areas for improvement
- Introduction to effective communication techniques

#### Unit 2: Communication Skills (10 days)

- Verbal communication: Speaking clearly, listening actively, and presenting confidently
- Non-verbal communication: Body language, gestures, and facial expressions
- Written communication: Crafting professional emails, reports, and documents
- Communication in diverse contexts: Tailoring messages for different audiences

#### Unit 3: Interpersonal Skills and Emotional Intelligence (10 days)

- Building rapport and fostering positive relationships
- Conflict resolution and negotiation techniques
- Understanding emotions and managing interpersonal conflicts
- Empathy and active listening in interpersonal interactions

#### Unit 4: Problem Solving and Critical Thinking (10 days)

- Analytical thinking: Identifying problems and generating solutions
- Decision-making: Evaluating options and making informed choices



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- Creative problem-solving techniques
- Applying critical thinking skills in personal and professional contexts

## Unit 5: Leadership, Teamwork, and Time Management (10 days)

- Leadership styles and qualities of effective leaders
- Team dynamics: Collaboration, motivation, and conflict resolution
- Time management techniques: Setting goals, prioritizing tasks, and managing resources
- Balancing leadership responsibilities, teamwork, and personal productivity



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## Competitive Examinations and Career Counselling Cell Valedictory Report of "Soft Skills for Success" on 28-10-2019

Soft skills refer to both character and interpersonal skills that will influence how well a person can work or interact with others. The term soft skills cover a wide range of skills as diverse as teamwork, time management, empathy and delegation. The importance of these soft skills is often undervalued, and there is far less training provided for them than hard skills such as coding. Organizations seem to expect people know how to behave on the job and the importance of skills such as taking initiative, communicating effectively and listening, which often is not the case.

The institution identified the importance of soft skills and organised a 45 days programme entitled "Soft Skills for Success" under the Competitive Examinations and Career Counselling Cell in cooperation with Department of English. For this programme 160 students were enrolled.

The Valedictory function of the programme was started at 4:00 Pm on 28-10-2019 by inviting the Principal, Programme Convener and the Head Department of English on to the Dias. The Principal of the College in his inaugural speech congratulated the convener of the Programme and English Department for organising this kind of programme in the college for the benefit of students. In his speech the principal explained the importance of Soft Skills in this 21st century for securing jobs after the graduation.

The Convener of the Programme delivered an inspiring speech about the Importance of Soft Skills. The Head Department of English has assured their cooperation for conducting these kinds of programs for the benefit of the students. The students who enrolled in this programme has expressed their satisfaction towards the programme and requested the principal to organise more number of programmes of these types.

The Valedictory function concluded by distributing the certificates to the students who are enrolled for the course and the programme is concluded by the IQAC Coordinator with Vote of Thanks and followed by National Anthem.



  
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