



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 e-mail : principal.sbvrdc@sbvr.in ☎ : 08569-282021, 📞 : +91 75690 34175

Career Counselling and Competitive Examinations Cell

Date : 02-01-2022

Circular

It is informed that the Competitive Examinations and Career Counselling Cell is going to organize a 45 days programme on Soft Skills entitled "Mastering Soft Skills for Success" for the Academic Year 2021-22 in association with Department of English.

All the Interested students are informed to register their names with Head, Department of English and obtain the syllabus on or before 01-01-2022. The Programme will commence from 04-01-2022.



K. V. S. Principal

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Syllabus for 45 Days Soft Skills Course on "Mastering Soft Skills for Success" for the Academic Year 2021-22

Course Objectives:

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

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

8. Demonstrate proficient communication skills in various forms.
9. Establish and maintain positive relationships in personal and professional settings.
10. Employ critical thinking and problem-solving techniques effectively.
11. Manage time efficiently and organize tasks systematically.
12. Adapt to changing environments with resilience and flexibility.
13. Lead teams and contribute effectively to group dynamics and Exhibit self-awareness and emotional intelligence in interpersonal interactions.
14. Apply learned soft skills to enhance personal and professional growth.

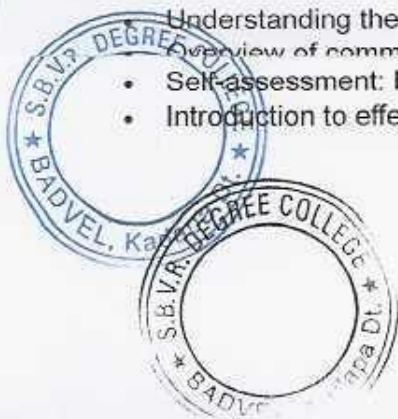
Detailed Syllabus


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




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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
- 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 "Mastering Soft Skills for Success" on 18-02-2022 for the Academic Year 2021-22

Number of Students participated	: 168
Duration of the course	: 45 days
Dates	: 04-01-2022 to 18-02-2022

The Valedictory function of the course began at 3:00 PM on 18-02-2022, with the Principal, Programme Convener, and Head of the Department of English invited to the dais. The principal congratulated the convener and the English Department for organizing the program, highlighting the significance of soft skills in the 21st century for securing jobs after graduation. The Programme Convener delivered an inspiring speech on the importance of soft skills, and the Head of the Department of English pledged continued support for such initiatives.


The institution recognized the importance of soft skills and organized a 45-day program from 04-01-2022 to 18-02-2022 titled "Mastering Soft Skills for Success" under the Competitive Examinations and Career Counselling Cell, in collaboration with the Department of English. A total of 167 students enrolled in the program.


Soft skills encompass both character and interpersonal abilities that affect how well a person can work or interact with others. These skills include teamwork, time management, empathy, and delegation. Despite their importance, soft skills often receive less training compared to hard skills like coding. Many organizations assume employees already possess these skills, such as taking initiative, effective communication, and active listening, which is not always the case.

Students expressed their satisfaction and some students given their testimonials regarding the program and requested more similar opportunities to enhance their abilities.

The function concluded with the distribution of certificates and sweets to the participants, followed by a vote of thanks from the IQAC Coordinator and the National Anthem.




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