



JSPM's
JAYAWANTINSTITUTE OF MANAGEMENT STUDIES

(Approved by AICTE New Delhi, Recognized by Govt. of Maharashtra
& Affiliated to Pune University)

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A WORKSHOP REPORT ON SOFT SKILL

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JSPM's Jayawant Institute of Management Studies In Association with **GLOBAL TALENT TRACK (GTT)** & Barclays CSR initiative to skill unemployed youths as per the industry requirement had conducted six Days(24 hrs) workshop Soft Skills and Communication from the corporates with immense relevant industry exposure.

GTT would be executing the Soft Skill training program under this initiative, with limited number of colleges across India.

Having knowledge, i.e itself is not enough; we need to communicate it to others effectively. In fact effective communication is one of the keys to success. By successfully getting our message across, we convey our thoughts and ideas effectively. The message is the information that we want to communicate. In align with the same we at JSPM's Jayawant Institute of Management Studies had organized six days Soft Skill training program for our MBA and MCA Students.

The training session was conducted by Mrs. Swasti Khandale (Image Consultant, Soft skills and Etiquette coach).

The sessions were conducted from 15th May 2023 to 18th May 2023, 22nd May 2023 and 24th May 2023.

The timing of the session was between 12 noon to 4:00 p.m.

In the introductory session Mrs. Swasti Khandale highlighted the Importance of Soft skills in today's global market.

She gave a brief introduction about the Soft skills or social skills (also called non-technical skills) are those personal values and interpersonal skills that determine a person's ability to work well with others in a project team.

She also highlighted that Soft skills are needed to deal with the external world and to work in a collaborative manner with one's colleagues. These skills include effective communication, leadership, and teamwork skills; demonstrating problem solving abilities, initiative, and motivation skills; displaying honesty and strong

Work ethics.

She also highlighted the Importance of Soft skills, as it plays a vital role for academic and professional success; they help us excel in the workplace and their importance cannot be denied in the emerging information or knowledge society. Soft skills are needed to deal with the external world and to work in a collaborative manner with one's colleagues.

She briefly explained the purpose of Soft Skills these may include the following:

- Communication skills
- Listening skills
- Presentation skills
- Interpersonal skills
- Team skills

- Leadership skills
- Etiquette
- Cross-cultural skills
- Language skills, etc.

She stressed the need for developing soft skills needs practice. These are acquired and experienced on the spot. Soft skills cannot be acquired by merely reading textbooks. The soft skills we gain equip us to excel in our academic/professional life and in our personal life. **It is a continuous learning process.**

Information is giving out while communication is getting through.

The details of the topics covered are as:-

TOPIC	OBJECTIVES
Introducing the connect with work programme	What is in it for me? Understanding the objective of the CWW programme
SWOT Analysis	To Self evaluate and analyze strengths and areas of improvement
LinkedIn (Profile Management)	To gain knowledge on LinkedIn account management and tips to enhance a profile
Resume	To build a strong profiles through effective resume writing
Soft Skills	To Understand the need of Soft skills.
Body Language	To understand the need of the right body language for a professional environment.
Confidence	To increase the belief in yourself.
Interview Tips	To face the Interview process.
Mock Interviews	Tips to handle Interview
Group Discussion	To enhance the communication. To express your thoughts.
Rejections	To understand why Rejections happen and how to learn from your rejections.

Online Image	Building a strong impression online and sustaining online credibility
Values	An introduction to values in a corporate environment
Self-Awareness	To Know your personality.
Ownership	To learn how to be accountable and own tasks, projects.
Teamwork	To leverage self-learning and self -directed education
Time Management Stress Management	To improve effectiveness at work and achieve a balance To understand how stress can be managed and to lower depression
Mock Interviews & Group Discussions	Group Discussion rules Tips to handle Interviews and enhance Public Speaking skills (Group Discussion)

Workshop at a glance





SOFT SKILL SESSION





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