

Maharogi Sewa Samiti, Warora's

Anand Niketan College, Anandwan-Warora

Value added course on

Soft Skills Development

Organised under MoU & in collaboration with

Datta Meghe Institute of Management Studies, Nagpur

From 21st June to 30th June 2021

-:Report:-

A transitioning from student life to a professional life needs to be well-prepared. This sort of preparation would make students capable of taken into jobs easily. They will also be enabled to adapt to new things and changes in order in life so as to prosper in the professional world. Development and/or enhancement of soft skills are amongst such preparations. Soft skills are personal attributes that influence how well you can work or interact with others. These skills make it easier to form relationships with people, create trust and dependability, and lead teams. They also play an instrumental role while presenting for a new job. Soft skills are necessary requirement while establishing effective and successful interactions. While discharging your duties at your work place you might be trying to settle a new contract, presenting our new idea to colleagues, and so on, you need to use soft skills. We use them every day at work. Developing these soft skills will help us win more business and accelerate our career progression. Keeping this in view this course has been designed. This course is for graduates to foster the process of development/enhancement of Soft Skills to make them future ready. This course is designed for the UG and PG students. This course is of 30 hrs duration. Main objective of this course is to develop skills that will help them to enter into various jobs and to perform their duties effectively. One of the biggest challenges every student goes through is the transition from college to corporate life. Through this course, required skill set for the corporate world will be imbibed. This course is designed to

empower aspiring students and train them to make them equipped with skills required in the professional world.

Objectives of the Course:

1. To foster the process of development/enhancement of Soft Skills amidst student-participants.
2. To develop skills that will help them to enter into various jobs.
3. To equip participants with problem solving skills useful throughout their lives at critical moments.
4. To enable them perform their duties effectively.
5. To make them competent with skills of effective and successful interactions.
6. To enhance competency of communication.
7. To equip participants with skills those are mostly sought by employers.

The value added course on Soft Skills Development commenced on 21st June 2021. Dr. M. C. Kale, Principal, Anand Niketan College, Anandwan-Warora has delivered an inaugural address. After this the session began with welcoming of resource person Dr. Rucha Lohi from Datta Meghe Institute of Management Studies, Nagpur. The topic of the session was ‘Self Motivation’. Dr. Lohi deliberated the topic with touching every related aspect. She began with explaining the term ‘motivation’. Then she put some strategies for maintaining motivation for long period. All the strategies proposed by her, were practical and feasible as well. Dr. Nilesh Ugemuge conducted the proceedings of the function, Dr. Avinash Pandhare introduced the resource person while Prof. Hemant Parchake proposed vote of thanks.

On the second day of the course, Dr. Hetal Gaglani of Datta Meghe Institute of Management Studies, Nagpur delivered a session on the topic ‘Shape up Your Personality’. There in the resource person extolled the importance and role of good or developed personality in our lives. She put some interesting facts about communication like the verbal communication amounts only 7% of total communication. It was a very interactive session throughout. It ended with excellent question and answer round.

In the third session of the course (23rd June 2021) Dr. Vinod Waikar from Datta Meghe Institute of Management Studies, Nagpur delivered a session on the topic ‘Self Analysis and Management’. He has unfolded almost everything about ‘Self Analysis and Management’. He rightly said that the significance of this topic can be seen and felt in all ages and in all

professions. He began his lecture with some questions like “Where are we? Where are we going to?” and further deliberated that these are very crucial questions. Through his speech he has provided some very practical tips for Self reflection. According to him these tips will help make true self reflection of our self. And once we become able of doing this, we would definitely lead towards right direction. Then he put three basic questions which play pivotal role in self analysis. They are - Who am I? Do I matter? Where am I? He stressed the need to search answers to these questions. Dr. Waikar has interestingly and remarkably elaborated the topic, and talked about journey towards our inner self, journey from outward to inward. The session ended with Question and Answer round. Many participants asked questions which are readily answered by the resource person.

The fourth session of the course was scheduled on 24th June 2021. However, continuous interruptions were caused due to technical errors at the end of resource person Dr. Susheel Gadekar. Hence, following a request made by the resource person, the session was postponed and rescheduled on 28th June 2021.

In the fifth session, held on 25th June 2021, Dr. Subramaniam Iyer from elaborated on the topic ‘Problem Solving’. At the outset, he gave an important advice to all the listeners that one should be comfortable with problems, otherwise the situation gets from bad to worst. He then proposed four ways of thinking – social thinking, logical thinking, intuitive thinking and practical thinking. He explained them in a very lucid manner quite understandable to all. Giving various examples from real life, Dr. Subramaniam illustrated how these ways of thinking help us in problem solving. According to him, the first instinct may also help to decide things or solve problems. While elaborating on this, he gave an example of M. S. Dhoni’s bringing Joginder Sharma into attack in the final over of the final match of T20 Cricket World Cup-2007 played between India and Pakistan. Overall, the session was wonderful as well as insightful.

In the sixth session, Dr. Nilesh Ugemuge sir has deliberated on the topic ‘Campus to Corporate: Getting Future Ready’. Through his session, he has given so many things to our participants regarding how to be equipped with skills in order to fulfill their job or career aspirations. He asserted that the present era is a time of cut-throat competition. And one has to showcase his/her metal to get job. But prior to it, one need to strengthen one’s metal. One needs to enhance one’s qualities and skills. There are two questions Dr. Nilesh sir put before audience earlier. They are – Why to enter corporate world? And How to enter it? Later he

answered these questions in a very remarkable way. There were many points that all participants needed to understand and take away from this session. In fact, the whole session was crucial for all those who want to enter corporate world. I just put some to summarise the issue. First, he stressed on the idea that we should learn skills, and not tact. Secondly, he pointed out that we must have to leave our comfort zone, if we want to grow or to prosper. He used a very beautiful and meaningful line in one of his slides - "Cut your branch and take your flight." He also insisted that students must work to build their CVs or Resume. They must work hard to increase their accomplishments and credentials thereby. Fourthly, he elaborated on an equation 'E²MC'. According to him every person has these four staged in his/her life – Exploitation stage, Exploration stage, Management stage, and stage of Consultancy. Dr. Nilesh sir has shown a path forward that will definitely be of great help to our participants.

In the seventh session of the course, Prof. Hemant Parchake sir delivered a wonderful session on the topic 'Getting Prepared for Competitive Examinations'. He has deliberated on the topic so nicely and excellently. He began his lecture with certain questions which are very crucial in the journey of preparation. The questions were – Why to take competitive exam? How to decide which competitive exam fits or suits an individual? He further discussed these questions. He brought home a point to all the participants that many aspirants face competitive exams. But most of them go without proper preparation. He, then, enlightened all our participant students about what exactly the **proper** preparation is. The coordinators of this course are sure that all participants who are aspiring to enter civil services and state services would definitely get benefitted from this session. Prof. Hemant sir has put before them various strategies and tricks that are useful in preparing for and cracking various competitive exams. What is more important was, whatever, he had told through his session was more practical, and not just ideal. He talked about certain myths prevalent in the world of aspirants like one need to go to Delhi or Pune for preparation; the preparation takes 4 to 5 years; that coaching is necessary for preparation of competitive exams; that the study or the syllabus of graduation is not important or useful. Prof. Hemant sir, giving some real life examples, explained the participants about how these myths are false; and appealed them to come out of such myths. He harshly criticized on very common excuse most of the guys give when they fail in their attempts or fail to appear in exams. It is the excuse of weak financial condition. While providing students with trick of study he elaborated on Pomodoro

technique. The whole session was interactive. Almost every participant asked questions and queries related with the topic. In short, the session was quite amazing.

On 28th June, the rescheduled session of 24th had been conducted. Dr. Susheel Gadekar delivered this session on the topic 'Time Management'. He talked about the unorganized way of our lives and pointed out that organizing our time saves much of our energy. He proposed some steps for managing time properly. They are mind mapping, setting realistic goal, making schedules, reviewing and revising plan, etc. He gave various examples to justify his points. It was a nice session.

On 29th June, Prof. Tilak Dhoble delivered a session of a topic 'Goal Setting'. He has deliberated on the topic so well. The flow of his speech has been as natural as a brook or a river. The gist of his speech can be summarized in one sentence that "Effective goal setting is the fundamental key to success." He pointed out several things crucial about goal setting. Whether it's increasing our intelligence, taking up a new hobby or rekindling a relationship, setting goals lets us create our future. There come several questions to mind when we hear the term 'goal setting'. They are – What is goal setting? When you set goals, are you used to seeing them disappear in the rear view mirror? Prof. Dhoble sir has answered these questions in a very lucid manner and in a remarkable way as well. One line Tilak Dhoble sir had included in his speech "Failing to plan is planning to fail" was very memorable and useful as well. He asserted that we need to put time and energy into something that excites us. And also we have to think of a goal as a dream with a certain deadline and constant focus. I am sure that now onwards all the participants will have their blueprint to achievement through goal setting, and by doing it smartly. He has given very useful tips, which will remain useful throughout our lives. It was indeed an amazing session.

On 30th June 2021, Dr. Avinash L. Pandhare delivered a session on "Communication Skills". First he defined the term 'communication'. Then he detailed various types of communication skills. He gave variety of examples while discussing verbal communication skills, non-verbal communication skill, and listening skills. He asserted that good communication skills are essential to allow others and yourself to understand information more accurately and quickly. In contrast, poor communication skills lead to frequent misunderstanding and frustration. He then gave some very useful tips for improving verbal and non-verbal communication skills.

On 1st July 2021, the valedictory of the course was held. Before valedictory a special session was conducted wherein Mr. Moreshwar Kudkilwar sir, Dy Director, National Fire Service College, Nagpur had delivered a fascinating speech on importance of soft skills in personality development. He insisted on grooming one's personality in order to be presentable for any job – government or corporate. With his lucid way of detailing the topic, he mesmerized the audience for the time being. After this session, valedictory of the 10 day course was held. Course coordinator Dr. Avinash L. Pandhare made an introductory speech and presented the report of the course. Few participants also expressed their opinions regarding the course and its relevance for them. Dr. Nilesh Ugemuge also shared his views with the participants on this occasion. Dr. M. C. Kale, Principal, Anand Niketan College, Warora delivered the presidential address. The function was compered by Prof. Tilak Dhoble whereas Prof. Hemant Parchake proposed vote of thanks.

Course Coordinator Dr. Avinash L. Pandhare took great pains in the organization of this course. Dr. Nilesh Ugemuge, another coordinator, provided every possible support. Prof. Hemant Parchake provided technical support to the course since day one. The organizing team worked under the able guidance of Principal Dr. M. C. Kale sir. In short, the organization of the value added course on Soft Skills Development was a grand success.