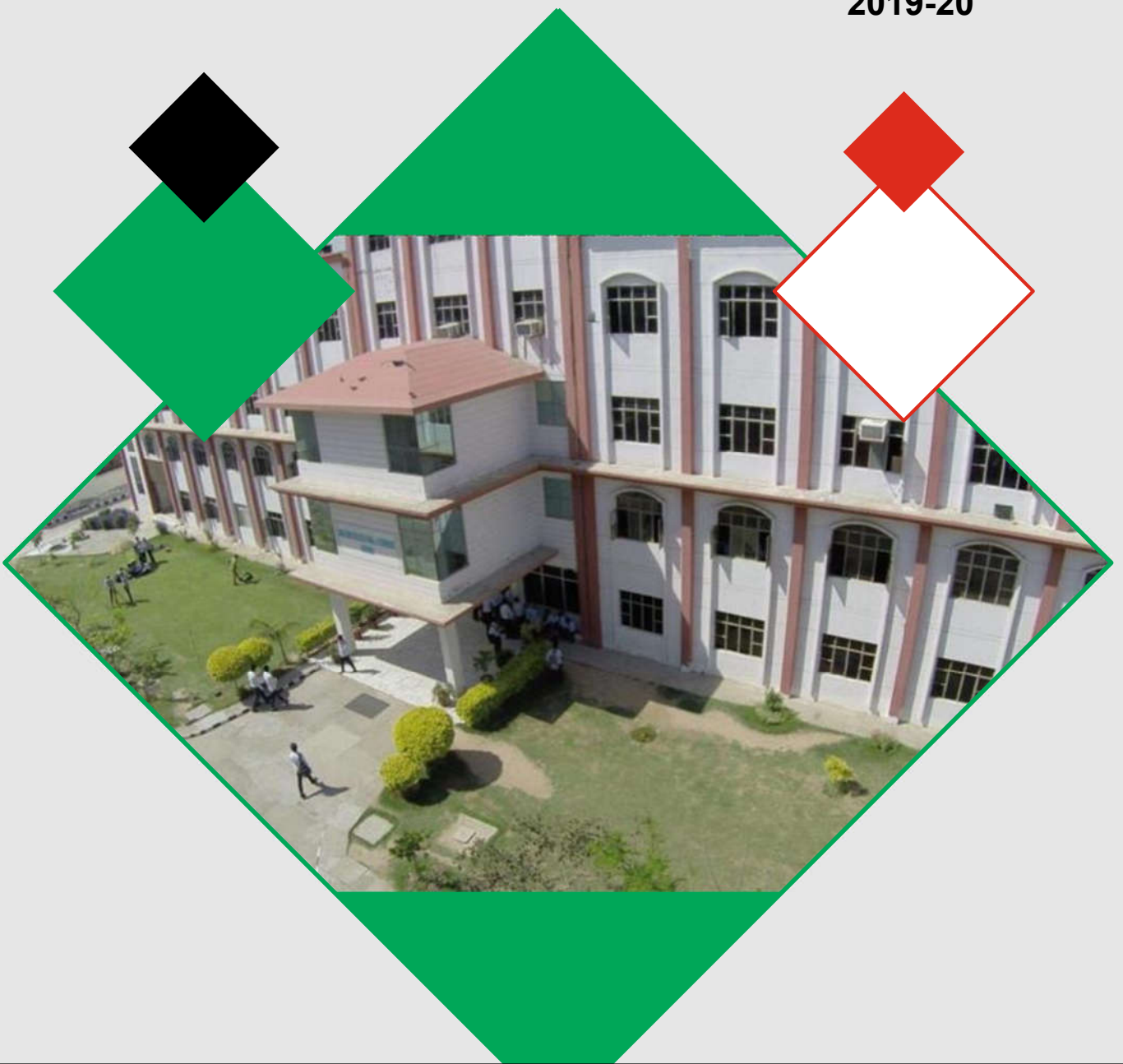


BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

Brochure
SOFT SKILL

SESSION
2019-20





PREFACE

The twenty first century belongs to India and the educational institutions have great responsibility to create and foster an army of highly qualified human power. Modern institutions need people who are willing and able to work in teams with skills to synthesize individual goals with group goals. Creativity, communication and soft skills are essential tools for good understanding of group dynamics to resolve non-functional conflict and stimulate individual capabilities to enhance organizational efficiency.

One may be armed with good competence of one's subject but one cannot compete with his peer groups unless one has the right blend of soft skills along with requisite technical skills. Performance of individual can be ensured with the demonstration of certain abilities that can help a professional communicate, corroborate, convince, evaluate and look into the continuing as well as the upcoming trends of the corporate world from time to time.

Baba Farid College of Engineering & Technology through School of Skill Development is organizing a course on Soft Skills Development. This programme aims at honing interpersonal skills of Students and enabling them to use these skills in the corporate world. Emphasis will be on interactive and experiential learning with diverse blend of case studies, role plays, management games, lectures, exercises and peer review/feedback. Exercises and development of course modules are integrated in the programme to make learning a pleasure and to better understand the application of creativity and soft skills.

COURSE OBJECTIVES

- To boost holistic development of students and improve their Interview skills.
- To impart training for empowerment thereby encouraging the students to become good public speakers.
- To develop dressing sense and corporate etiquettes in students.
- To develop effective communication skills (spoken and written).
- To develop effective presentation skills.
- Become self-confident individuals by mastering inter-personal skills, team management skills, and leadership skills.
- To develop broad career plans, evaluate the employment market, identify the organizations to get good placement, match the job requirements and skill sets.

MODULES

1. SWOT ANALYSIS

Students will be trained on SWOT analysis (or SWOT matrix). It is a technique used to help a person or organization identify strengths, weaknesses, opportunities, and threats related to business competition or project planning.

2. PUBLIC SPEAKING

Trainers will focus on enhancing the confidence of the students for public speaking and would organise activities for enhancing the Public speaking skills of students. Public speaking (also called oratory or oration) is the process or act of performing a speech to a live audience. Public speaking is commonly understood as formal, face-to-face speaking of a single person to a group of listeners.

3. DRESSING ETIQUETTES

Special emphasis will be laid upon enhancing the appearance of students by providing guidelines and tips on Dressing Etiquettes.

4. CORPORATE ETIQUETTE

School of Skill Development would impart students with basic rules of etiquette. Basic etiquettes are a culture of speech, common courtesy, neat appearance, and control over your emotions.

5. PERSONALITY DEVELOPMENT:

School of Skill Development would work on the Personality Development of the students by grooming them on the various aspects related to Dressing Etiquettes, Corporate Etiquettes etc.

6. GROUP DISCUSSION

Group Discussion is a communicative situation that allows its participants to share their views and opinions with other participants. Students will be provided guidelines for systematic exchange of information, views and opinions about a topic, problem, issue or situation among the members of a group who share some common objectives.

7. MOCK INTERVIEWS

Periodic mock Interviews will be conducted to aware students about the process and also inculcate confidence in students.

EXPECTED OUTCOMES

- Help students to develop competencies
 - Students will gain confidence and come out as eloquent Public Speakers.
 - Helps students to identify their weak areas
 - More effective communication
 - Attain good leadership qualities
-



- Improved problem solving
- Enhanced creative & critical thinking
- Help students to inculcate Corporate Etiquettes.

Date of Commencement	: 5 th August 2019
No. of Sessions per week Course	: 01
Coordinator	: Mr. Gursimran Singh Gill

SPECIALIZED CAPSULE PROGRAM

Specialized Capsule Training sessions will be organized for the students of B.Tech 7th Semester. The basic objective of this program is to provide a brush up of skills acquired and prepare students for placements.

Date of Commencement	: 5 th August 2019
Course Coordinator	: Mr. Gursimran Singh Gill