

BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

Brochure SOFT SKILL



**SESSION
2017-18**

Effective communication and interpersonal skills are crucial to increase employment opportunities and to compete successfully in the business environment. The real key to the effectiveness of professionals is their ability to put their domain knowledge into effective practice. In this context, soft skills have a crucial role to play. Baba Farid College of Engineering and Technology through School of Skill Development compliments the under graduate program curriculum with the soft skills training, providing a unique opportunity for students to develop their personality and upgrade their communication and presentation skills. These trainings benefit the students, both in their early professional careers and in their social interactions in the business environment.

Soft skills provide students with a strong conceptual and practical framework to build, develop and manage teams. They play an important role in the development of the students' overall personality, thereby enhancing their career prospects. The soft skills training provides strong practical orientation to the students and helps them in building and improving their skills in communication, the effective use of English, business correspondence, presentations, team building, leadership, time management, group discussions, interviews, and inter-personal skills. This training also helps students in career visioning and planning, effective resume writing and dealing with placement consultants and head-hunters.

Course Objectives

- To encourage all round development of students by focusing on soft skills.
- To make the engineering students aware of the importance, the role and the content of soft skills through instruction, knowledge acquisition, demonstration and practice.
- To develop and nurture the soft skills of the students through individual and group activities.
- To expose students to right attitudinal and behavioural aspects and to build the same through activities
- To overcome the fear of public speaking and approaching every opportunity with confidence.
- To channelize student's thoughts in a compelling manner that leaves the audience awestruck.
- To keep the students motivated and help them inculcate a sense of positive attitude.

Modules

1. CORPORATE ETIQUETTES AND MANNERS:

Corporate Etiquettes are a culture of speech, common courtesy, neat appearance, and control over your emotions. Students will be familiarized with prevalent corporate etiquettes and the rules attached to them.

2. INTERVIEW SKILLS:

An interview is essentially a structured conversation where one participant asks questions, and the other provides answers. Students will be prepared for interviews by providing them inputs on how to crack job interviews.

3. CASE STUDY SESSION:

Students will be trained on how to approach a case study as well as they will also be guided on taking out practical based resolution of the problems mentioned in the case study.

4. DRESSING ETIQUETTES:

Dressing Etiquettes play a huge role in making a great first impression and students will be given inputs on the mannerism involved in Dressing Etiquettes.

5. LEADERSHIP SKILLS:

Being a leader is a very crucial skill that's in corporate life. School of Skill Development will

work with students to enhance and inculcate within them Leadership skills and Leadership Qualities.

6. RESUME WRITING & COVER LETTER:

A resume is a short document used to summarize a job seeker's experience and qualifications for a prospective employer. This is a very crucial document for a students and trainers would assist students with the guidelines to prepare a good resume.

7. GROUPLDISCUSSION:

Group Discussion is a communicative situation that allows its participants to share their views and opinions with other participants. Trainers will provide guidelines to students for a 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.

8. STRESS MANAGEMENT:

Stress management is a wide spectrum of techniques aimed at controlling a person's level of stress, usually for the purpose of and for the motive of improving everyday functioning. Trainers will acquaint students with skills required to handle stressful situations.

9. MOCK GD & MOCK INTERVIEW SESSIONS

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

Date of Commencement	: 17th August 2017
No. of Sessions per week	: 01
Course Coordinator	: Ms. Gurmit Kaur

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	: 21st to 27th December 2017
Course Coordinator	: Ms. Gurmit Kaur