

BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

**Brochure
SOFT SKILL**

SESSION 2018-19



Preface:

–Soft Skills – those defined as attitudes & behaviors that relate to critical thinking, problem solving, communication, collaboration and presentation skills – not only help a student get a job in the career he or she aspires to do, they are essential to long term success in the workplace. Soft skills are also recognized as the crucial aspect for engineers as the technical work is becoming more and more collaborative and interdisciplinary. Today's employers increasingly demand engineers who not only are competent in their field of specialisation but also possess adequate soft skills. A serious lack in soft skills among engineering graduates has been noted by the employers as well as educators. Research suggested that there is a shortfall in important skills being developed among students such as: communication, decision making, problem solving, leadership, emotional intelligence and social ethics

Seeing on the importance of Soft Skills, Baba Farid College of Engineering and Technology through School of Skill Development offers incisive Skills Development Programs to groom students to be Corporate Ready. School of Skill Development achieves its objectives of Employability enhancement by conducting Intensive Process Oriented classroom training & also by organizing events related to both Soft and technical Skills.

School of Skill Development also helps students to connect the dots between their campus and corporate life. It encompasses development of overall personality, communication skills, corporate etiquette and grooming while instilling the right approach towards leading and working in a team with professional ethics. Dedicated Soft Skills trainings and periodic evaluations provide our students with a qualitative judgment that assists them in improving their knowledge, learning and achieving their ultimate goal of getting placed.

Course Objectives:

- Develop effective communication skills
- Develop effective presentation skills
- To conduct effective business correspondence and prepare business reports which produce results
- To become self-confident individuals by mastering inter-personal, team management, and leadership skills.
- To develop all-round personality with a mature outlook to function effectively in different circumstances.
- To develop broad career plans, evaluate the employment market, identify the organizations to get good placement, match the job requirements and skill sets.
- Making students aware about corporate communications and guiding them on the aspects related to Email Etiquettes.
- To impart skills on how to face corporate interviews.
- To enhance confidence in public speaking.
- To explore personal strengths and interests, related to future life and career opportunities

Modules:

1. Goal Setting:

Discussions would be held with students about the individual goal setting along with the steps involved in goal setting. Students will also be sensitized with the importance of setting milestones while setting a goal for themselves.

2. SWOT Analysis:

Students will be trained on doing swot analysis. They will be imparted knowledge on how they can segregate their personality traits and in which quadrant they can mention these traits.

3. Problem solving skills:

Trainers will train students on the processes involved in the identification of problems and various techniques to be followed while solving them.

4. Negotiation skills:

Negotiation skills are very crucial nowadays and trainers will guide students on various negotiation techniques. Negotiation skills are qualities that allow two or more parties to reach a compromise.

5. Email Etiquettes:

Email etiquette refers to the principles of behaviour that one should use when writing or answering email messages. It is also known as the code of conduct for email communication. Trainer will state the need of email etiquettes and would train the students writing impressive communications.

6. Emotional Intelligence:

Students would be imparted with the knowledge of how to monitor one's own and other people's emotions, to distinguish between different emotions and label them appropriately, and to use emotional information to guide thinking and behaviour.

7. Building Self-confidence:

Regular activities like role plays will be carried out by the trainers in which the students will be encouraged for maximum participation. These activities will not only enable the students to enhance their team skills but will also help students in gaining confidence while performing on stage

8. Group Discussions:

Group Discussion is a communicative situation that allows its participants to share their views and opinions with other participants. Students will be provided with 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.

9. 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 students and trainers would assist students with the guidelines to prepare a good resume.

10. 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.

Expected Outcomes:

- Understand the role of communication in personal & professional success.
- Develop awareness of appropriate business communication strategies.
- Develop and articulate a personal philosophy of leadership
- Learn to effectively lead others on a project or in an organization
- Become more competent while writing business E-mails
- Learn the sense of emotional intelligence
- Students will be able to face Interviews with more confidence

Date of Commencement	: 24th August 2018
No. of Sessions per week	01
Course 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	: 24th to 28th December 2018
Course Coordinator	: Mr. Gursimran Singh Gill