Acharya Atre Development Trust Purandar's
SHARADCHANDRAJI PAWAR COLLEGE, JEJURI

SOFT SKILLS DEVELOPMENT PROGRAM

Objectives of Soft Skills Program:
1. Develop effective communication skills (spoken and written).
2. Develop effective presentation skills.
3. Conduct effective business correspondence and prepare business reports which produce results.
4. Become self-confident individuals by mastering interpersonal skills, team management skills, and leadership skills.
5. Develop all-round personalities with a mature outlook to function effectively in different circumstances.
6. Take part effectively in various selection procedures adopted by the recruiters.

Course Content/Syllabus

1. Leadership Skills
Companies want employees who can supervise and direct other workers. They **want employees who can cultivate relationships** up, down, and across the organizational chain; assess, motivate, encourage, and discipline workers; build teams, resolve conflicts, and help to create the desired culture.

2. Teamwork
Most employees are part of a team/department/division, and even those who are not on an official team need to collaborate with other employees. You may prefer to work alone, but it's important to demonstrate that you understand and **appreciate the value of joining forces** and working in partnership with others to accomplish the company's goals.

3. Communication Skills
Successful communication involves five components. Verbal communication refers to your ability to speak clearly and concisely. Nonverbal communication includes the capacity to project positive body language and facial expressions.

1

Aural communication is the ability to listen to and actually hear what others are saying. Written communication refers to your skillfulness in composing text messages, reports, and other types of documents. And visual communication involves your ability to relay information using pictures and other visual aids.

4. Problem Solving Skills

Many people shirk from problems because they don't understand that companies hire employees to *solve* problems. Glitches, bumps in the road, and stumbling blocks are a part of the job. The ability to use your knowledge to find answers to pressing problems and formulate workable solutions will demonstrate that you can handle – and excel in – your job.

5. Work Ethic

While you may have a manager, companies don't like to spend time micromanaging employees. They expect you to be responsible and do the job that you're getting paid to do, which includes being punctual when you arrive at work, meeting deadlines, and making sure that your work is error free. And **going the extra mile shows that you're committed** to performing your work with excellence.

6. Flexibility/Adaptability

In the 21st century, companies need to change at the speed of light to remain competitive. So they want **workers who can also shift gears or change direction as needed**. Also, while the economy may be recovering, many companies are not fully staffed, so they want employees who can wear more than one hat and serve in more than one role.

7. Interpersonal Skills

This is **a broad category of "people skills"** and includes the ability to build and maintain relationships, develop rapport, and use diplomacy. It also includes the ability to give and receive constructive criticism, be tolerant and respectful regarding the opinions of others, and empathize with them.

But suppose you don't have these skills? It's never too late to develop them. For example, you can learn a lot just by observing other people within the company who excel in these 7 areas. Also, offering to take on more responsibilities at work (serving on committees, planning events, etc.) can help you gain valuable
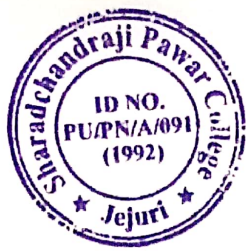
experience. Developing emotional intelligence will make you a more valuable employee, and increase your chances of career success.

8. Time Management

One of the most effective skills you can have in life is powerful and effective time management. If you're not managing your time well, there's no way you're going to reach your goals at work and the life outside of it. Sure, you might make some progress. But your time management will be an uphill battle if you don't take your time seriously. For people who squander and waste the precious little time they do have, they know all too well how difficult achieving even mildly difficult goals can be.

The truth is that time is the greatest equalizer in life. No matter whom you are, your age, income, gender, race or religion, you have the same amount of time as the next person. Whether you're filthy rich or dirt poor, your time is the same. It's not about how much time you have. It's about how effectively you time management.

9. Goal setting

When you set goals, the time you set to achieve the goals makes a big difference in the type of goal. There are four different types of goals: stepping stone goals, short term goals, long term goals and lifetime goals.

When people talk about "too many goals" they are really only talking about the last two. Long term goals and lifetime goals. Those are the only types of goals where you need to worry about not overloading yourself.

If you take on too many short term goals for instance, you may bite off more than you can chew and fail a few. However, there is always time to try them again with a better understanding of your personal limits.

Lifetime Goals

Lifetime goals are the goals that will take anywhere from 10 years to your lifetime to achieve.

The best way to figure out your lifetime goals is to picture a future version of yourself, you would like to become. What has this future version of yourself accomplished? Are they happy with the things they have? Are you single or in a
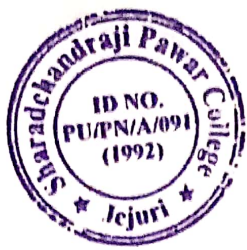
family? What does that version of you have? What have they achieved? Are they wealthy, or just "comfortable"? What would be talked about at their/your funeral by friends and family?

When you think about a future version of yourself in this light, you are checking out your goals. These are the goals that are central to being you. Then make goals that will help you transform into that person.

My life goals at 20 were different than they are at 40, so it may be natural for them to change over time. This change doesn't happen quickly; so every 5 years you might want to tweak your lifetime goals.

These goals encompass the really long term versions of goals. You will want a mix of lifetime goals and more actionable (and immediate long term goals) to meet whatever goal limit you set for yourself.

Long-Term Goals

These are your workhorse goals. They NEED to have the specific time limits put on them: typically 5 or 10 year goals.

Remember that most people overestimate what they can do with short term goals, but underestimate what is possible with long term goals.

Short Term Goals

Short term goals are not always that short. They may be a month, six months or a year. These are goals built of the bricks of stepping stone goals with the express purpose of reaching long term or lifetime goals.

10. Curriculum Vitae

What to Include in a CV

There are several differences between a curriculum vitae and a resume. A curriculum vita is a longer (two or more pages), more detailed synopsis of your background and skills.

As with a resume, you may need different versions of a CV for different types of positions.

Like a resume, curriculum vitae should include your name, contact information, education, skills, and experience.
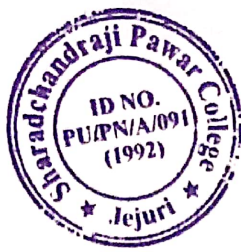
In addition to these basics, however, a CV also includes research and teaching experience, publications, presentations, grants and fellowships, professional associations and licenses, awards and honors, and other information relevant to the position you are applying for.

Start by making a list of all your background information, and then organize it into categories.

Make sure you include dates on all the publications you include.

Personal Information to Include in an International CV

- Nationality
- Marital Status
- Age
- Number of children (ages optional)
- Personal Interests like hobbies
- All education including high school / secondary school
- Photos are also recommended (professional headshot is best)

Date of Birth on CVs

Some countries outside the United States expect you to include your date of birth on your CV. If you are applying to a foreign job, research the particular country's protocol for job applications.

If you are using curriculum vitae (CV) or resume applying for a job in the United States, due to current laws regarding age discrimination, you cannot be required to include your date of birth on your curriculum vitae.

Customize Your Curriculum Vitae

Once you have made a list of the information you want to include, it's a good idea to create a custom curriculum vitae that specifically highlights the experience you have that is relevant to the job you are applying for. It takes more time to write a custom CV, but it's worth the effort – especially when you are applying for jobs that are a good match for your skills and experience.

- Use accomplishment oriented bullets that start with an action verb and include a result.
- Start with a Professional Profile (also called a Summary) that highlights the best of what you as a candidate are offering.
- Edit content to include those areas of expertise, skills, and knowledge that specifically match the job requirements, not all the details of your education and employment history (work, research, fellowships, etc.) may be relevant.

Review CV Samples and Tips
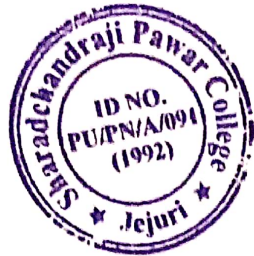
It's often helpful to take a look at a sample or two before you start writing. Here is a selection of sample CVs, including versions for academia and for international employment, to review:

Curriculum Vitae Examples

These sample CVs form a helpful guide of what to include in your CV and how to format it.

When to Use Curriculum Vitae Instead of a Resume

In the United States, curriculum vitae are used when applying for academic, education, scientific or research positions.

Curriculum vitae can also be used to apply for fellowships or grants. In Europe, the Middle East, Africa, or Asia, employers may expect to receive a curriculum vitae rather than a resume.

Choose an Appropriate Curriculum Vitae Format

Make sure you choose a curriculum vitae format that is appropriate for the position you are applying for. If you are applying for a fellowship, for example, you won't need to include the personal information that may be included in an international CV.

Curriculum Vitae Cover Letters

How to write an effective cover letter to include along with your CV, as well as cover letter samples, how to format a cover letter, and types of cover letters with samples of each.

11. Creative Thinking and Brain Storming

Brainstorming is the often-maligned practice of getting a group of people together and generating ideas.

It's generally agreed that the rules of brainstorming, at least in the initial stages, include:

- Everyone having a say
- All ideas being equally valued
- No criticism of other people's ideas is allowed

There are at least a couple of different ways that brainstorming sessions can be run:

1. Everyone follows up an initial idea, feeding off it to generate new ones, until an end point is reached on that idea, at which point the group turns to a new idea and does the same.
2. Participants are encouraged to come up with more free-flow generation of unconnected ideas that can then be grouped and themed later.

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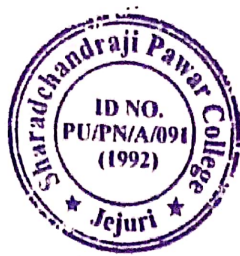
It is also generally agreed that following an initial period of open brainstorming, there needs to be a period of idea evaluation where questions are asked and criticisms are made. This allows for initial ideas to be explored in more detail and accepted for further investigation or discarded.

Many people also use this opportunity to group ideas by theme to make exploration easier since, often; a lot of the ideas will be linked.

The principle behind brainstorming is Linus Pauling's point that most ideas are not very good. So the best way to have a good idea is to generate lots of ideas, then discard the impractical and inappropriate ideas. The trouble is that there is no scientific formula for the number of ideas you need to generate to find a good one, or even a guarantee that you'll be able to find a good one at all.

It is important to set aside plenty of time for brainstorming, and to keep exploring even when you think you've found a good idea: the first idea is very seldom the best.

12. Building Vocabulary

Learning how to build a better vocabulary can be a pleasurable and profitable investment of both your time and effort. At least fifteen minutes a day of concentrated study on a regular basis can bring about a rapid improvement in your vocabulary skills, which in turn can increase your ability to communicate by writing, conversing, or making speeches. Acquiring a large vocabulary can benefit you in school, at work, and socially. It will enable you to understand others' ideas better and to have the satisfaction of getting your thoughts and ideas across more effectively.

Of course, you already know thousands of words, and you will continue to learn more whether you work at it or not. The fact is that many of the words you know were probably learned simply by coming across them often enough in your reading, in conversation, and even while watching television. But increasing the pace of your learning requires a consistent, dedicated approach. If you learned only one new word a day for the next three years, you would have over a thousand new words in your vocabulary. However, if you decided right now to learn ten new words a day, in one year you would have added over three thousand to what you already know, and probably have established a lifetime habit of learning and self-improvement.
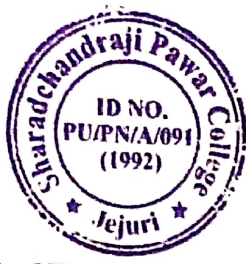
Method of Evaluation:

After successfully completing course, the following method will be used to evaluate the performance of the candidates.

1. 50 Marks weightage will be given to descriptive and multiple choice based examination.
2. 50 Marks weightage will be given to practical performance of the candidates.

Principal
Sharadchandraji Pawar College, Jejuri
Tal Purandar, Dist. Pune

Acharya Atre Vikas Pratishthan Purandar's

# Sharadchandraji Pawar College, Jejuri

Certificate

This is to certify that **Mr. Khaire Sumit Vilas** has completed **Soft Skills Development Program** conducted by the Department of English, Sharadchandraji Pawar College, Jejuri in collaboration with Savitribai Phule Pune University from 10/09/2019 to 20/09/2019.

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Date: 20/09/2019

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Coordinator
Soft Skills Development Program
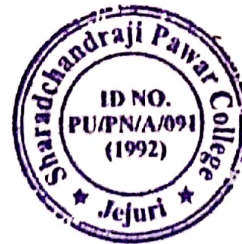
Dr. Sushma Chaphalkar
Principal
S. P. College, Jejuri