



WHY? SOFT SKILLS

Most interactions with other people require some level of soft skills. At a company you might be negotiating to win a new contract, presenting your new idea to colleagues, networking for a new job, and so on. We use soft skills everyday at work and developing these soft skills will help you win more business and accelerate your career progression. On the other hand, a lack of soft skills can limit your potential, or even be the downfall of your business. By developing strong leadership, delegation, teamwork, and communication abilities, you can run projects more smoothly, deliver results that please everyone, and even positively influence your personal life by improving how you interact with others. Outside of the office, soft skills such as communication are used to build friendship groups and meet potential partners. You might be negotiating the price of your new house renovation, or mentoring your neighbours children on the weekend. Soft skills are useful both in our professional and personal lives. The recruiters have found that "Ninety-four percent of recruiting professionals believe an employee with stronger soft skills has a better chance of being promoted to a leadership position than an employee with more years of experience but weaker soft skills".

EMINENT SPEAKERS

Daywise

- Mr. Sandeep Sethi,
Creative Head & Senior Teacher, Business Studies, Poddar School, Mumbai
- Ms. Neha Gupta,
President, FORTI Wing, Director, Mangalam Group
- Mr. Kartik Bajoria,
Writer, Columnist, Educator, Literary Moderator
- Ms. Abba Meel,
Advisor, SKIT
- Prof. Harinder Multani,
Joint Director, Career Development Cell, SKIT
- Mr. Vineet Jain,
Officer , Training & Placement Cell, SKIT

DEPARTMENT OF ENGLISH
organises
NATIONAL SHORT TERM TRAINING PROGRAMME
2019

SOFT SKILLS for ENGINEERS

30th September to 4th October, 2019

SKIT, Ramnagariya, Jagatpura, Jaipur, Rajasthan

++91 141 5160400

www.skit.ac.in

ABOUT SKIT

Swami Keshvanand Institute of Technology, Management & Gramothan (SKIT) inspired from the learnings of Swami Keshvanand, was established in the year 2000 by Technocrats and Managers Society for Advanced Learning. Today the institute is recognized as one of the centers of academic excellence in Northern India. The Institute is affiliated to Rajasthan Technical University, Kota for offering Postgraduate and Graduate Courses in Engineering and Management. Our sister institution Swami Keshvanand Institute of Pharmacy (SKIP) is affiliated to Rajasthan University of Health Sciences for offering Graduate Course in Pharmacy.

INTRODUCTION

What images come to mind when you think of the term professional? Do you picture an executive in a fancy suit strutting into a boardroom? Or, perhaps you envision a supervisor walking among cubicles and issuing orders to employees. While it is true that professionalism encompasses how we present ourselves outwardly, the meaning of the term goes far beyond appearances. Professionalism also encompasses inward characteristics and attitudes that affect how others in the workplace perceive us. The professional world can be full of challenging situations, including conflicting personalities, miscommunication, and cultural differences. In this course, you will learn about typical workplace etiquette protocols, communication standards, and cultural awareness strategies in order to navigate these common obstacles as smoothly as possible.

This course will guide the participants through strategies for establishing and maintaining their professional image in the workplace. Whether you are working on a construction site or in a medical facility, practicing professional etiquette will help ensure that your occupational environment is a positive and productive one. You will focus on integrating internal attitudes with external behaviors so that your personal attributes work together to enhance your professional image. You will begin this course with an introduction to professional manners and common courtesy. Then, you will learn how to communicate effectively and courteously via common workplace communication modes - verbal communication, nonverbal communication, and virtual communication - paying particular attention to how technology affects these forms of workplace communication. In the last session of this programme, the participants will be able to investigate the topic of workplace diversity in order to gain an awareness of differences and how to respond to and respect them.

LEARNING OUTCOMES

After the completion of the course the students will be able to become industry ready and also will be able to incorporate the basic skills required in the industry.

OUTLINE OF THE COURSE SOFT SKILLS MANAGEMENT

- Career Planning and Placements
- Body Language
- Corporate Dressing
- Professional Grooming
- Leadership Skills
- Team Building
- Assertiveness
- Time & Stress Management

Duration : Five days

Registration Fee : Free for all the students

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Sh. Rajaram Meel, Patron
Sh. Surjaram Meel, Chairman

Advisory Committee

Sh. Jaipal Meel, Director
Prof. SL Surana, Director Academics
Ms. Rachna Meel, Registrar
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Dr. Neha Purohit, HOD, English Department

Coordinators

Dr. Neha Purohit, HOD & Associate Professor,
Department of English
Contact No : 9549077755
Dr. Nidhi Sharma, Associate Professor,
Department of English
Contact No: 9928592296

Members

Prof. Krishna Sharma, Professor
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