

10 YEARS
OF UNIVERSITY
RECOGNITION
20 YEARS OF
ACADEMIC
EXCELLENCE



REVA
UNIVERSITY

Bengaluru, India

SOFT SKILLS



Rukmini Knowledge Park
Kattigenahalli, Yelahanka, Bengaluru – 560064
www.reva.edu.in

Training and Placement Soft Skills and Technical Training 2017-2022

REVA Training & Placement Cell assists students in choosing the right career path through interest mapping and training from partnered experts and imbibing skills so that they are well equipped during the transition from campus to career paths. Trainings are well-structured and meticulously designed in collaboration with domain experts. In-house counselling, motivational talks and workshops from industry veterans, and training students in new technologies which meet the needs of recruiters. Conducting placement boot camps is one of the innovative approaches that have resulted in REVA achieving an elevated number of placements in consecutive academic years.

The Technical and Soft skills training at REVA would help students to develop competencies and capabilities. It would help them to develop interpersonal, communication, team building and leadership skills, for greater productivity and performance and above all employability. The course structure is progressive in nature and would see a rise in level as each semester progresses. This has been done keeping in mind their present requirement and making them ready for a scenario down the lane. When students think about business communication and the need for an impressive presentation, they seldom consider mistakes in conversational English and demeanors, those that occur commonly among them across all fields. Human resource management experts are of the opinion that effective communiqué is an important ingredient in creating a complete persona and learned students

Training Objectives:

- Improve Personal and professional effectiveness
- Self-Management learning
- Problem solving & Decision making
- Leadership & Motivational Skills
- Enhance and improve employability skills
- Development of presentation skills to promote more successful projects

Learning Outcomes:

The most important thing that the participants take out of these trainings is the confidence to communicate efficiently and also perform better in the technical aspects. Students will have a better vision, self-awareness and direction towards organizational and personal goals. They would also discover the importance of a well-groomed, complete personality and how the latter helps in conquering pursuits. The participants would learn to handle time better and to their advantage through various activities and interactive exercises. To sum up, they would know ways to overcome barriers to their personal and professional achievements.

Career Development Centre (T&P Cell)

SOFT SKILLS PROGRAM REPORT II Year (AY'2021-2022)

Subject Code: SS21-II	Mandatory Course : Non Audit	No. of lecture/per week: 4 Hrs.
Exam Duration: NIL	Exam marks: NIL	Total No. of hours: 40 Hrs.



Soft Skills Snippets-AY'2021-22

Program Outcome

Introduction:

The program was designed to help participants enhance their soft skills, which are essential in today's work environment. The program covered a range of topics, including self-awareness and self-evaluation, active listening skills, verbal and non-verbal communication skills, time management skills, goal setting and prioritization, stress management techniques, interpersonal skills and relationship building, conflict resolution skills, and team building and collaboration.

Session 1: Introduction to Soft Skills

The first session focused on introducing participants to soft skills and their importance in the workplace. The session covered the definition of soft skills, why they matter in the workplace, and the impact of soft skills on employee productivity, job satisfaction, and career advancement.

Session 2: Self-awareness and Self-evaluation Exercises

The second session was focused on self-awareness and self-evaluation exercises. Participants were guided through a series of exercises to help them identify their strengths and weaknesses, set personal and professional goals, and develop a plan for self-improvement.

Session 3: Active Listening Skills

The third session focused on active listening skills, which are critical in effective communication. Participants learned the importance of active listening and how to use it to improve their communication skills. They were also taught practical techniques for active listening, such as reflecting, summarizing, and probing.

Session 4: Verbal and Non-verbal Communication Skills

The fourth session covered verbal and non-verbal communication skills, which are essential in effective communication. Participants were guided through exercises to help them improve their communication skills, including speaking clearly, using appropriate body language, and understanding non-verbal cues.

Session 5: Time Management Skills

The fifth session focused on time management skills, which are critical in today's fast-paced work environment. Participants learned how to manage their time effectively, set priorities, and minimize distractions to improve their productivity and work-life balance.

Session 6: Goal Setting and Prioritization

The sixth session was focused on goal setting and prioritization. Participants learned how to set SMART goals, identify priorities, and develop a plan for achieving their goals. They were also taught how to track their progress and adjust their plan as needed.

Session 7: Stress Management Techniques

The seventh session covered stress management techniques. Participants learned how to identify and manage stress, including relaxation techniques, time management strategies, and effective communication.

Session 8: Interpersonal Skills and Relationship Building

The eighth session was focused on interpersonal skills and relationship building. Participants learned how to build positive relationships with colleagues, clients, and other stakeholders. They were taught practical techniques for effective communication, conflict resolution, and building trust.

Session 9: Conflict Resolution Skills

The ninth session focused on conflict resolution skills. Participants learned how to identify and manage conflict, communicate effectively, and negotiate win-win solutions. They were also taught how to handle difficult conversations and manage emotions in conflict situations.

Session 10: Team Building and Collaboration

The final session was focused on team building and collaboration. Participants learned how to work effectively in a team, communicate clearly, and leverage their strengths to achieve common goals. They were also taught practical techniques for problem-solving and decision-making in a team setting.

Conclusion:

The program was designed to help participants enhance their soft skills, which are essential in today's work environment. The sessions covered a range of topics, including self-awareness and self-evaluation, active listening skills, verbal and non-verbal communication skills, time management skills, goal setting and prioritization, stress management techniques, interpersonal skills and relationship building, conflict resolution skills, and team building and collaboration. Participants gained valuable insights and practical skills to improve their performance, productivity, and job satisfaction.

Career Development Centre (T&P Cell)

SOFT SKILLS PROGRAM REPORT III Year (AY'2021-2022)

Subject Code: SS21-III
Mandatory Course :
 Non Audit

No. of lecture/per week: 4 Hrs.
Exam Duration: NIL
Exam marks: NIL
Total No. of hours: 40 Hrs.


Soft Skills Snippets-AY'2021-22

Program Outcome

Introduction:

The program was designed to help participants develop their leadership and communication skills, problem-solving and decision-making skills, adaptability, diversity and inclusion awareness, and professionalism in the workplace. The program covered a range of topics, including influential leadership and negotiation skills, presentation and public speaking skills, creative problem-solving and decision-making skills, adaptability and flexibility in the workplace, diversity and inclusion in the workplace, professionalism and business etiquette, networking skills and personal branding, and ethics and corporate social responsibility.

Session 1: Influential Leadership and Negotiation Skills

The first session focused on influential leadership and negotiation skills. Participants were guided through a series of exercises and simulations to help them develop their leadership skills, including how to influence and persuade others, build trust, and negotiate effectively. They were also taught how to adapt their leadership style to different situations and personalities.

Session 2: Presentation and Public Speaking Skills

The second session was focused on presentation and public speaking skills. Participants learned how to prepare and deliver effective presentations, including how to structure a presentation, use visual aids, and engage the

audience. They were also taught how to manage nervousness and overcome common obstacles when presenting.

Session 3: Creative Problem Solving and Decision Making Skills

The third session covered creative problem-solving and decision-making skills. Participants learned how to identify and define problems, generate creative solutions, and make effective decisions. They were also taught how to analyze risks and benefits, gather and evaluate information, and develop and implement action plans.

Session 4: Adaptability and Flexibility in the Workplace

The fourth session focused on adaptability and flexibility in the workplace. Participants learned how to adapt to changing work environments, situations, and demands. They were taught how to manage stress and uncertainty, remain productive, and maintain a positive attitude.

Session 5: Diversity and Inclusion in the Workplace

The fifth session was focused on diversity and inclusion in the workplace. Participants learned how to recognize and appreciate diversity, including different cultures, backgrounds, and perspectives. They were also taught how to avoid biases and stereotypes, communicate effectively with diverse teams, and create an inclusive work environment.

Session 6: Professionalism and Business Etiquette

The sixth session covered professionalism and business etiquette. Participants learned how to maintain a professional image, including dressing appropriately, communicating effectively, and behaving respectfully. They were also taught how to handle difficult situations and conflicts professionally.

Session 7: Networking Skills and Personal Branding

The seventh session focused on networking skills and personal branding. Participants learned how to develop their personal brand, including how to identify their strengths, skills, and values, and how to communicate them effectively. They were also taught how to build and maintain professional networks, including how to use social media for networking.

Session 8: Ethics and Corporate Social Responsibility

The eighth session was focused on ethics and corporate social responsibility. Participants learned how to recognize and handle ethical issues, including conflicts of interest, confidentiality, and fairness. They were also taught how to understand and apply corporate social responsibility principles, including sustainability, social justice, and environmental impact.

Session 9: Review and Evaluation of All Skills Learned

The final session was focused on reviewing and evaluating all the skills learned in the program. Participants were given the opportunity to reflect on their progress, strengths, and areas for improvement. They were also encouraged to develop a personal action plan for applying and improving the skills learned in the program.

Conclusion:

The program was designed to help participants develop their leadership and communication skills, problem-solving and decision-making skills, adaptability, diversity and inclusion awareness, and professionalism in the workplace. The sessions covered a range of topics, including influential leadership and negotiation skills, presentation and public speaking skills, creative problem-solving and decision-making skills, adaptability and flexibility in the workplace, diversity and inclusion in the workplace

Career Development Centre (T&P Cell)

SOFT SKILLS PROGRAM REPORT II Year (AY'2020-2021)

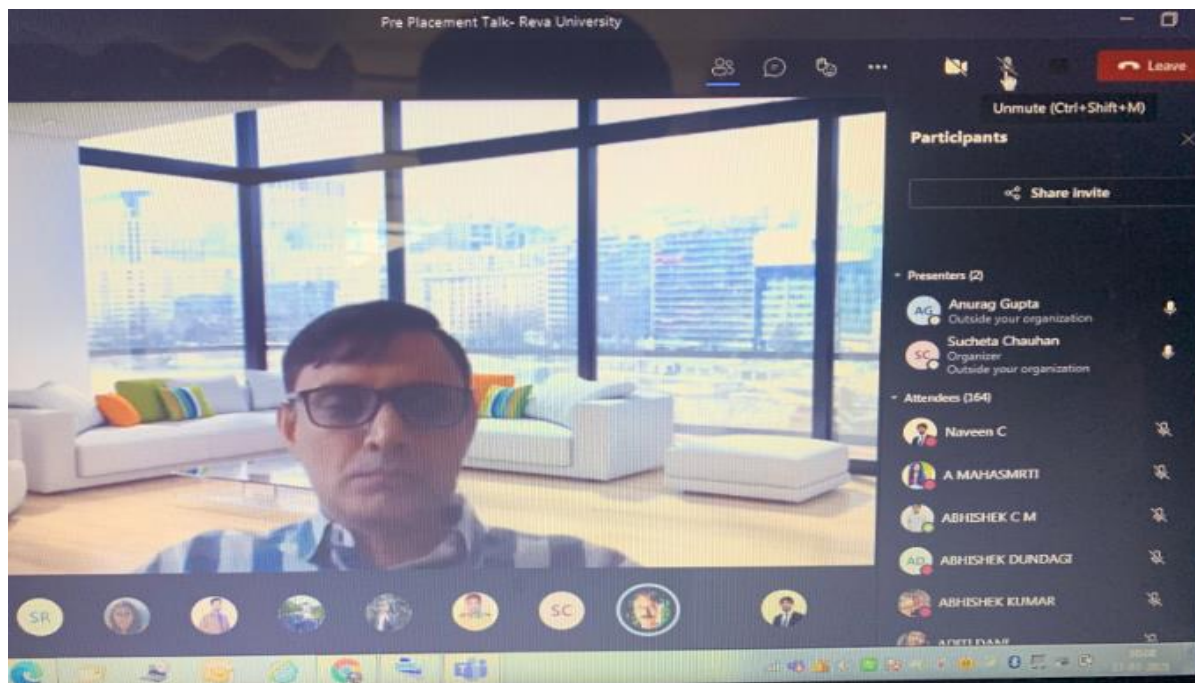
Subject Code: SS20-II

Mandatory Course :
Non Audit

No. of lecture/per week: 4 Hrs.

Exam Duration: NIL

Exam marks: NIL

Total No. of hours: 40 Hrs.


Soft Skills Snippets-AY'2020-21

Program Outcome

Introduction:

The program was designed to help participants develop important soft skills needed for career and personal success. The program included a range of sessions covering topics such as the importance of soft skills, public speaking, interpersonal skills, employment communication, personal grooming, work-life balance, and emotional intelligence and quotient.

Session 1: Importance of Soft Skills

The first session focused on the importance of soft skills. Participants were introduced to the various types of soft skills, including communication, teamwork, problem-solving, and leadership skills. They were taught the importance of developing these skills to enhance personal and professional relationships, as well as to increase employability.

Session 2: Public Speaking

The second session was focused on public speaking. Participants were taught the importance of effective communication and how to develop their public speaking skills. They learned how to structure a speech, use appropriate body language and tone, and engage with their audience.

Session 3: Interpersonal Skills

The third session covered interpersonal skills. Participants were taught how to develop their interpersonal skills, including active listening, conflict resolution, and empathy. They learned how to develop positive and effective relationships with colleagues, clients, and other stakeholders.

Session 4: Employment Communication

The fourth session focused on employment communication. Participants were taught how to develop effective communication skills for the workplace, including writing professional emails, letters, and reports. They learned how to create a positive impression through verbal and nonverbal communication.

Session 5: Personal Grooming

The fifth session was focused on personal grooming. Participants learned how to present themselves professionally through their appearance, including dressing appropriately, grooming, and personal hygiene.

Session 6: Work Life Balance

The sixth session covered work-life balance. Participants were taught the importance of maintaining a healthy balance between work and personal life. They learned how to prioritize and manage their time effectively to achieve personal and professional goals while maintaining a healthy lifestyle.

Session 7: Emotional Intelligence and Quotient

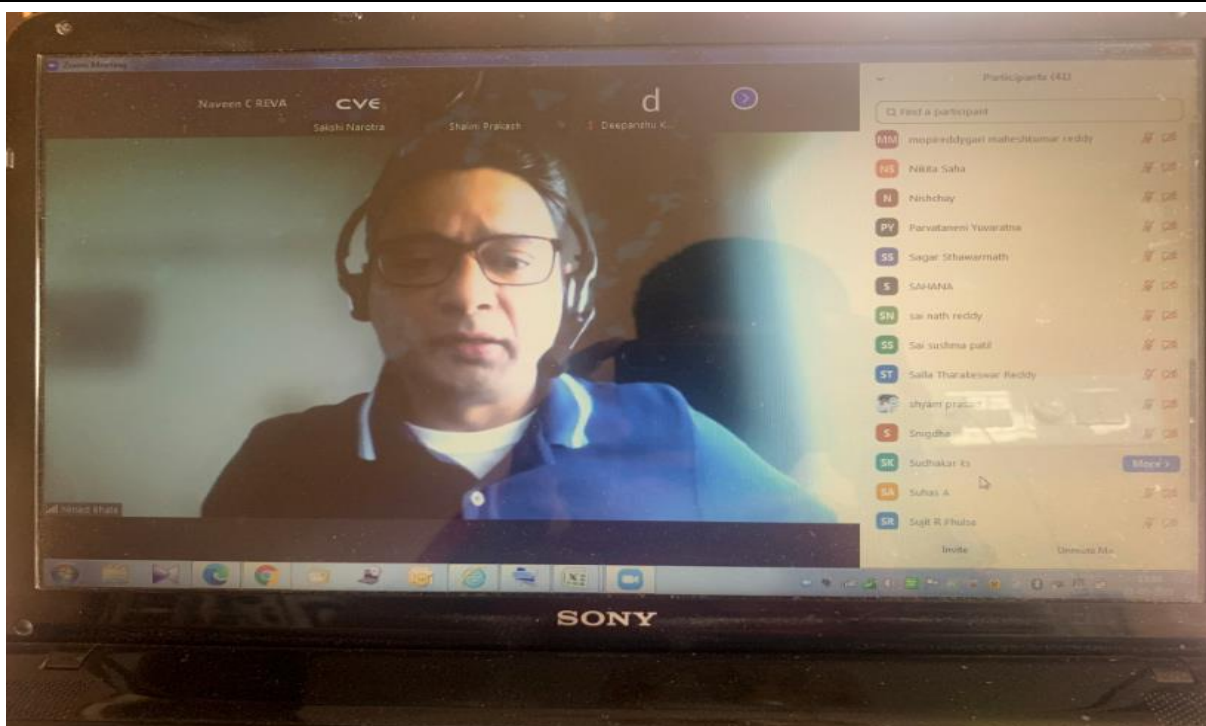
The seventh session was focused on emotional intelligence and quotient. Participants were taught how to develop their emotional intelligence, including self-awareness, self-regulation, motivation, empathy, and social skills. They learned how to manage emotions effectively and develop positive relationships with others.

Conclusion:

The program was designed to help participants develop important soft skills needed for career and personal success. The sessions covered a range of topics, including the importance of soft skills, public speaking, interpersonal skills, employment communication, personal grooming, work-life balance, and emotional intelligence and quotient. The program aimed to help participants enhance their personal and professional relationships, increase employability, and achieve their personal and professional goals.

Career Development Centre (T&P Cell)

SOFT SKILLS PROGRAM REPORT III Year (AY'2020-2021)

Subject Code: SS20-III
**Mandatory Course :
Non Audit**
No. of lecture/per week: 4 Hrs.
Exam Duration: NIL
Exam marks: NIL
Total No. of hours: 40 Hrs.


Soft Skills Snippets-AY'2020-21

Program Outcome

Introduction:

The program was designed to help participants develop key skills needed for personal and professional growth. The program covered a range of sessions, including leadership and team building, group discussion basics, capacity building, interview preparation, professional email writing, resume writing, and stress management.

Session 1: Leadership and Team Building

The first session was focused on leadership and team building. Participants were taught the key characteristics of an effective leader and how to develop their leadership skills. They learned how to build and manage effective teams, including team communication, delegation, and conflict resolution.

Session 2: Group Discussions Basics

The second session covered group discussion basics. Participants were taught the key elements of effective group discussions, including active listening, critical thinking, and collaboration. They learned how to contribute meaningfully to group discussions and how to facilitate group discussions.

Session 3: Capacity Building

The third session focused on capacity building. Participants were taught how to build their capacity through continuous learning and skill development. They learned how to identify their strengths and areas for improvement and how to develop strategies to improve their skills.

Session 4: Interview Preparation

The fourth session covered interview preparation. Participants were taught how to prepare for a job interview, including researching the company, preparing answers to common interview questions, and developing their personal brand. They learned how to present themselves effectively during the interview and how to follow up after the interview.

Session 5: Professional Email Writing

The fifth session was focused on professional email writing. Participants were taught how to write effective emails for the workplace, including how to structure an email, use appropriate tone and language, and format an email for clarity and readability. They learned how to write emails that are professional and effective.

Session 6: Resume Writing

The sixth session covered resume writing. Participants were taught how to create an effective resume, including how to structure a resume, highlight their skills and experience, and tailor their resume to the job they are applying for. They learned how to write a resume that is clear, concise, and relevant to the job.

Session 7: Stress Management

The final session focused on stress management. Participants were taught how to manage stress effectively, including how to identify sources of stress, develop strategies to manage stress, and practice self-care. They learned how to develop a healthy work-life balance and how to maintain their physical and mental health.

Conclusion:

The program was designed to help participants develop key skills needed for personal and professional growth. The sessions covered a range of topics, including leadership and team building, group discussion basics, capacity building, interview preparation, professional email writing, resume writing, and stress management. The program aimed to help participants enhance their leadership and team building skills, improve their communication and collaboration skills, build their capacity for learning and growth, prepare for job interviews and improve their employability, develop effective communication skills for the workplace, and manage stress effectively. The program aimed to equip participants with the skills and knowledge they need to succeed in their personal and professional lives.

 REVA UNIVERSITY Bengaluru, India	Career Development Centre (T&P Cell) SOFT SKILLS PROGRAM REPORT II Year (AY'2019-2020)		
	Subject Code: SS19-II	Mandatory Course : Non Audit	No. of lecture/per week: 4 Hrs.
	Exam Duration: NIL	Exam marks: NIL	Total No. of hours: 40 Hrs.



Soft Skills Snippets-AY'2019-20

Program Outcome

Introduction:

The program was designed to help participants develop both soft skills and hard skills needed for personal and professional growth. The program covered a range of sessions, including an introduction to soft skills and hard skills, emotional intelligence and intelligence quotient, basics of communication, employment communication, basics of presentation, problem solving skills, and ethical values.

Session 1: Introduction of Soft Skills and Hard Skills

The first session introduced participants to the concept of soft skills and hard skills. Participants were taught the difference between the two types of skills and how they can be developed and utilized for personal and professional growth. They learned the importance of soft skills in building effective relationships and communication and how hard skills contribute to technical and specialized knowledge.

Session 2: Emotional Intelligence and Intelligence Quotient

The second session focused on emotional intelligence and intelligence quotient. Participants were taught the importance of both types of intelligence in personal and professional growth. They learned how to improve their emotional intelligence by identifying their emotions, managing their emotions, and developing empathy for others. They also learned how to develop their intelligence quotient by improving their cognitive and problem-solving abilities.

Session 3: Basics of Communication

The third session covered the basics of communication. Participants were taught the importance of effective communication in personal and professional relationships. They learned the key elements of effective communication, including active listening, clear and concise language, and appropriate body language. They also learned how to develop their communication skills to better convey their message and to build strong relationships.

Session 4: Employment Communication

The fourth session focused on employment communication. Participants were taught how to write effective job applications, including cover letters and resumes. They learned how to tailor their application to the specific job they are applying for, highlight their strengths and experiences, and stand out to potential employers.

Session 5: Basics of Presentation

The fifth session covered the basics of presentation. Participants were taught the importance of effective presentation skills in the workplace. They learned how to prepare and deliver effective presentations, including how to structure their presentation, use visual aids, and engage their audience. They also learned how to develop their presentation skills to better convey their message and to make an impact on their audience.

Session 6: Problem Solving Skills


The sixth session focused on problem solving skills. Participants were taught how to identify problems, analyze them, and develop effective solutions. They learned how to develop their critical thinking and decision-making abilities, including how to evaluate different options and make sound decisions based on the available information.

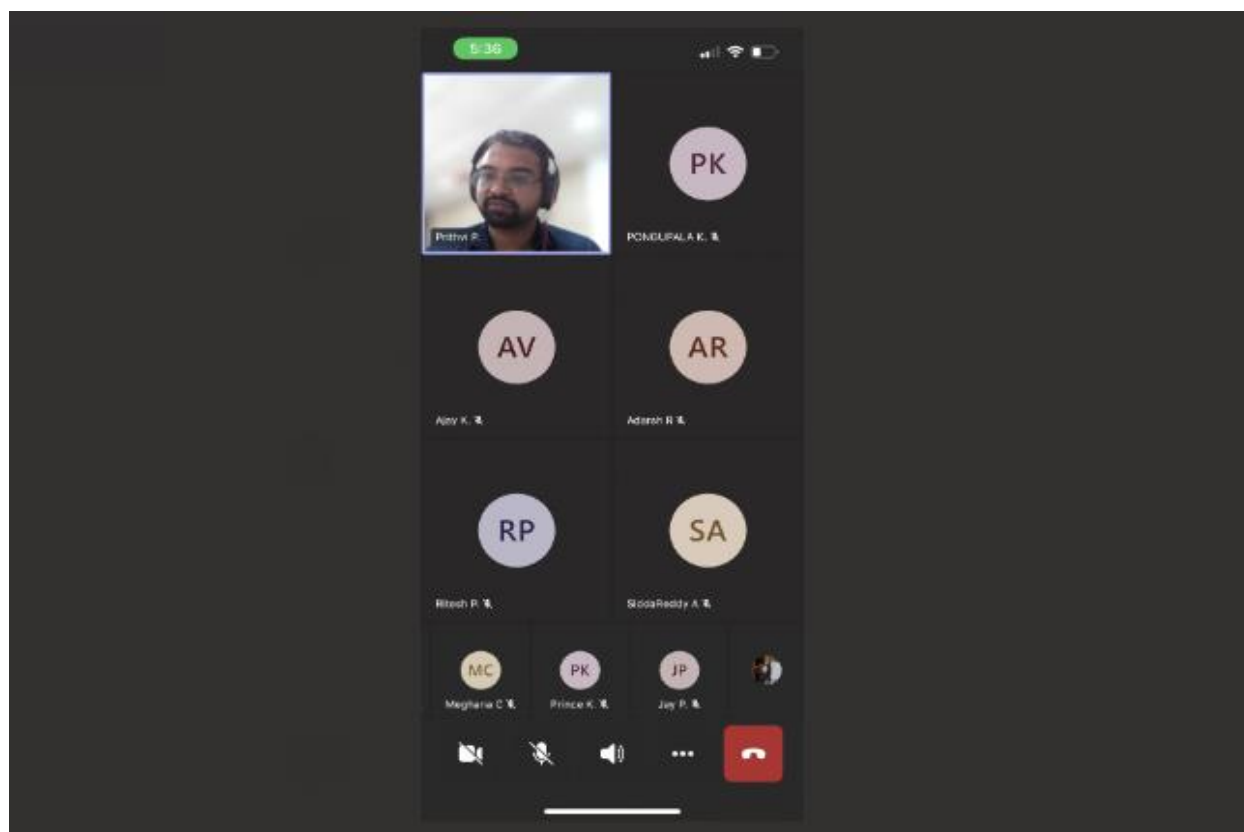
Session 7: Ethical Values

The final session covered ethical values. Participants were taught the importance of ethical values in personal and professional relationships. They learned how to identify ethical issues and make decisions that align with their values. They also learned how to develop their ethical values to ensure they are making the right decisions and are acting in accordance with their personal and professional values.

Conclusion:

The program was designed to help participants develop both soft skills and hard skills needed for personal and professional growth. The sessions covered a range of topics, including an introduction to soft skills and hard skills, emotional intelligence and intelligence quotient, basics of communication, employment communication, basics of presentation, problem solving skills, and ethical values. The program aimed to help participants enhance their communication and problem-solving skills, improve their employability, and develop effective presentation skills. The program also aimed to help participants develop their emotional and cognitive intelligence, and to act in accordance with ethical values in personal and professional relationships. The program equipped participants with the skills and knowledge they need to succeed in their personal and professional lives.

	Career Development Centre (T&P Cell) SOFT SKILLS PROGRAM REPORT III Year (AY'2019-2020)	
	Subject Code: SS19-III	Mandatory Course : Non Audit
	Exam Duration: NIL	Exam marks: NIL
		No. of lecture/per week: 4 Hrs.
		Total No. of hours: 40 Hrs.



Soft Skills Snippets-AY'2019-20

Program Outcome

Introduction:

The program was designed to help participants develop skills and knowledge needed for success in the workplace. The program covered a range of sessions, including business presentations, group discussions basics, interview preparation, professional email writing, resume composing sessions, and stress management.

Session 1: Business Presentations

The first session focused on business presentations. Participants were taught the importance of effective presentation skills in the workplace. They learned how to prepare and deliver effective presentations, including how to structure their presentation, use visual aids, and engage their audience. They also learned how to develop their presentation skills to better convey their message and make an impact on their audience.

Session 2: Group Discussions Basics

The second session covered the basics of group discussions. Participants were taught the importance of effective communication in group settings. They learned how to effectively participate in group discussions, including how to listen actively, communicate clearly and concisely, and build consensus. They also learned how to work collaboratively with others to achieve common goals.

Session 3: Interview Preparation

The third session focused on interview preparation. Participants were taught how to prepare for job interviews, including how to research the company and job, anticipate questions, and prepare responses. They also learned how to present themselves professionally, including how to dress appropriately and behave professionally.

Session 4: Professional Email Writing

The fourth session covered professional email writing. Participants were taught how to write effective emails in the workplace, including how to use appropriate language, structure their emails, and convey their message clearly and concisely. They also learned how to use email as a tool for building professional relationships and maintaining effective communication.

Session 5: Resume Composing Sessions

The fifth session focused on resume composing. Participants were taught how to create effective resumes, including how to highlight their skills, experiences, and achievements. They also learned how to tailor their resume to the specific job they are applying for, and how to present themselves in the best possible light to potential employers.

Session 6: Stress Management

The final session covered stress management. Participants were taught how to recognize and manage stress in the workplace. They learned how to develop coping strategies for dealing with stress, including relaxation techniques, time management, and setting boundaries. They also learned how to maintain a healthy work-life balance to avoid burnout and maintain their well-being.

Conclusion:

The program was designed to help participants develop skills and knowledge needed for success in the workplace. The sessions covered a range of topics, including business presentations, group discussions basics, interview preparation, professional email writing, resume composing sessions, and stress management. The program aimed to help participants enhance their communication and presentation skills, improve their employability, and develop effective stress management strategies. The program equipped participants with the skills and knowledge they need to succeed in the workplace, and to maintain their well-being and professional growth.

Career Development Centre (T&P Cell)

**SOFT SKILLS PROGRAM REPORT
II Year (AY'2018-2019)**

Subject Code: SS18-II

**Mandatory Course :
Non Audit**

No. of lecture/per week: 4 Hrs.

Exam Duration: NIL

Exam marks: NIL

Total No. of hours: 40 Hrs.



Soft Skills Snippets-AY'2018-19

Program Outcome

Introduction:

The program was designed to help participants develop essential soft skills and knowledge needed for success in their professional life. The program covered a range of sessions, including the importance of soft skills and professional life, reading and writing skills, basics of public speaking, articulating sentences, basics of presentation, adaptability and flexibility, and problem-solving and decision making.

Session 1: Importance of Soft Skills and Professional Life

The first session focused on the importance of soft skills in professional life. Participants were taught the importance of developing essential soft skills, including communication, teamwork, leadership, adaptability, and problem-solving. They learned how soft skills can help them succeed in their professional life, including how they can help them build professional relationships, collaborate effectively with others, and achieve their professional goals.

Session 2: Reading and Writing Skills

The second session covered reading and writing skills. Participants were taught how to improve their reading and writing skills, including how to comprehend complex texts, identify key information, and communicate their ideas effectively in writing. They also learned how to develop their reading and writing skills to better convey their message and make an impact on their audience.

Session 3: Basics of Public Speaking

The third session focused on the basics of public speaking. Participants were taught how to prepare and deliver effective public speeches, including how to structure their speech, use visual aids, and engage their audience. They also learned how to develop their public speaking skills to better convey their message and make an impact on their audience.

Session 4: Articulating Sentences

The fourth session covered the art of articulating sentences. Participants were taught how to articulate sentences effectively, including how to use appropriate language, structure their sentences, and convey their message clearly and concisely. They also learned how to use language as a tool for building professional relationships and maintaining effective communication.

Session 5: Basics of Presentation

The fifth session focused on the basics of presentation. Participants were taught the importance of effective presentation skills in the workplace. They learned how to prepare and deliver effective presentations, including how to structure their presentation, use visual aids, and engage their audience. They also learned how to develop their presentation skills to better convey their message and make an impact on their audience.

Session 6: Adaptability and Flexibility

The sixth session covered adaptability and flexibility. Participants were taught the importance of being adaptable and flexible in the workplace. They learned how to adapt to changing situations, including how to adjust their approach, be open-minded, and learn new skills. They also learned how to develop their flexibility and adaptability skills to better navigate challenging situations and succeed in their professional life.

Session 7: Problem-Solving and Decision Making

The final session focused on problem-solving and decision making. Participants were taught how to recognize and solve problems in the workplace, including how to identify root causes, gather information, and develop effective solutions. They also learned how to make decisions effectively, including how to weigh different options, consider potential outcomes, and make well-informed choices.

Conclusion:

The program was designed to help participants develop essential soft skills and knowledge needed for success in their professional life. The sessions covered a range of topics, including the importance of soft skills, reading and writing skills, basics of public speaking, articulating sentences, basics of presentation, adaptability and flexibility, and problem-solving and decision making. The program aimed to help participants enhance their communication, presentation, and problem-solving skills, improve their adaptability and flexibility, and develop effective decision-making strategies. The program equipped participants with the skills and knowledge they need to succeed in the workplace, and to maintain their well-being and professional growth.

Career Development Centre (T&P Cell)

**SOFT SKILLS PROGRAM REPORT
III Year (AY'2018-2019)**

Subject Code: SS18-III

**Mandatory Course :
Non Audit**

No. of lecture/per week: 4 Hrs.

Exam Duration: NIL

Exam marks: NIL

Total No. of hours: 40 Hrs.



Soft Skills Snippets-AY'2018-19

Program Outcome

Introduction:

The Soft Skills Development Program aimed to enhance the soft skills of participants to enable them to perform better in their professional and personal lives. The program comprised of ten sessions, including communication skills, interpersonal skills, time management and goal setting, stress management, conflict resolution, leadership and team building, presentation and public speaking skills, professionalism and business etiquette, resume writing, and interview skill tips.

Session 1: Communication Skills

The first session was focused on communication skills. The participants learned the importance of effective communication and the barriers that prevent effective communication. The session covered verbal and non-verbal communication skills and how to improve them.

Session 2: Interpersonal Skills and Relationship Building

The second session was focused on interpersonal skills and relationship building. The participants learned how to establish and maintain positive relationships with colleagues and clients. The session covered techniques for active listening, empathy, and rapport-building.

Session 3: Time Management and Goal Setting

The third session was focused on time management and goal setting. The participants learned the importance of time management and how to set SMART goals. The session covered techniques for prioritization and time optimization.

Session 4: Stress Management

The fourth session was focused on stress management. The participants learned how to manage stress in the workplace and how to maintain a work-life balance. The session covered techniques for stress reduction and relaxation.

Session 5: Conflict Resolution

The fifth session was focused on conflict resolution. The participants learned how to handle conflicts and how to communicate effectively in a conflict situation. The session covered techniques for conflict resolution and negotiation.

Session 6: Leadership and Team Building

The sixth session was focused on leadership and team building. The participants learned the characteristics of a good leader and how to build and manage a team effectively. The session covered techniques for effective team communication and problem-solving.

Session 7: Presentation and Public Speaking Skills

The seventh session was focused on presentation and public speaking skills. The participants learned how to deliver effective presentations and how to overcome the fear of public speaking. The session covered techniques for creating and delivering powerful presentations.

Session 8: Professionalism and Business Etiquette

The eighth session was focused on professionalism and business etiquette. The participants learned the importance of professionalism and how to conduct themselves in a business environment. The session covered techniques for effective networking and personal branding.

Session 9: Resume Writing


The ninth session was focused on resume writing. The participants learned how to create an effective resume that highlights their skills and experience. The session covered techniques for formatting and writing a compelling resume.

Session 10: Interview Skill Tips

The tenth session was focused on interview skill tips. The participants learned how to prepare for an interview and how to make a positive impression on the interviewer. The session covered techniques for answering interview questions and negotiating job offers.

Conclusion:

The Soft Skills Development Program was successful in enhancing the soft skills of the participants. The program covered a broad range of soft skills that are essential for personal and professional development. The participants learned the importance of effective communication, time management, stress management, conflict resolution, leadership, and teamwork. They also learned techniques for resume writing, interviewing, and networking. The program will help the participants to perform better in their personal and professional lives.

	Career Development Centre (T&P Cell)		
	SOFT SKILLS PROGRAM REPORT III Year (AY'2017-2018)		
	Subject Code: SS20-III	Mandatory Course : Non Audit	No. of lecture/per week: 4 Hrs.
	Exam Duration: NIL	Exam marks: NIL	Total No. of hours: 40 Hrs.



Soft Skills Snippets-AY'2017-18

Program Outcome

Introduction:

The program was designed to help participants develop key skills needed for personal and professional growth. The program covered a range of sessions, including leadership and team building, group discussion basics, capacity building, interview preparation, professional email writing, resume writing, and stress management.

Session 1: Leadership and Team Building

The first session was focused on leadership and team building. Participants were taught the key characteristics of an effective leader and how to develop their leadership skills. They learned how to build and manage effective teams, including team communication, delegation, and conflict resolution.

Session 2: Group Discussions Basics

The second session covered group discussion basics. Participants were taught the key elements of effective group discussions, including active listening, critical thinking, and collaboration. They learned how to contribute meaningfully to group discussions and how to facilitate group discussions.

Session 3: Capacity Building

The third session focused on capacity building. Participants were taught how to build their capacity through continuous learning and skill development. They learned how to identify their strengths and areas for improvement and how to develop strategies to improve their skills.

Session 4: Interview Preparation

The fourth session covered interview preparation. Participants were taught how to prepare for a job interview, including researching the company, preparing answers to common interview questions, and developing their personal brand. They learned how to present themselves effectively during the interview and how to follow up after the interview.

Session 5: Professional Email Writing

The fifth session was focused on professional email writing. Participants were taught how to write effective emails for the workplace, including how to structure an email, use appropriate tone and language, and format an email for clarity and readability. They learned how to write emails that are professional and effective.

Session 6: Resume Writing


The sixth session covered resume writing. Participants were taught how to create an effective resume, including how to structure a resume, highlight their skills and experience, and tailor their resume to the job they are applying for. They learned how to write a resume that is clear, concise, and relevant to the job.

Session 7: Stress Management

The final session focused on stress management. Participants were taught how to manage stress effectively, including how to identify sources of stress, develop strategies to manage stress, and practice self-care. They learned how to develop a healthy work-life balance and how to maintain their physical and mental health.

Conclusion:

The program was designed to help participants develop key skills needed for personal and professional growth. The sessions covered a range of topics, including leadership and team building, group discussion basics, capacity building, interview preparation, professional email writing, resume writing, and stress management. The program aimed to help participants enhance their leadership and team building skills, improve their communication and collaboration skills, build their capacity for learning and growth, prepare for job interviews and improve their employability, develop effective communication skills for the workplace, and manage stress effectively. The program aimed to equip participants with the skills and knowledge they need to succeed in their personal and professional lives.

	Career Development Centre (T&P Cell)		
	SOFT SKILLS PROGRAM REPORT II Year (AY'2017-2018)		
	Subject Code: SS21-II	Mandatory Course : Non Audit	No. of lecture/per week: 4 Hrs.
	Exam Duration: NIL	Exam marks: NIL	Total No. of hours: 40 Hrs.



Soft Skills Snippets-AY'2017-18

Program Outcome

Introduction:

The program was designed to help participants enhance their soft skills, which are essential in today's work environment. The program covered a range of topics, including self-awareness and self-evaluation, active listening skills, verbal and non-verbal communication skills, time management skills, goal setting and prioritization, stress management techniques, interpersonal skills and relationship building, conflict resolution skills, and team building and collaboration.

Session 1: Introduction to Soft Skills

The first session focused on introducing participants to soft skills and their importance in the workplace. The session covered the definition of soft skills, why they matter in the workplace, and the impact of soft skills on employee productivity, job satisfaction, and career advancement.

Session 2: Self-awareness and Self-evaluation Exercises

The second session was focused on self-awareness and self-evaluation exercises. Participants were guided through a series of exercises to help them identify their strengths and weaknesses, set personal and professional goals, and develop a plan for self-improvement.

Session 3: Active Listening Skills

The third session focused on active listening skills, which are critical in effective communication. Participants learned the importance of active listening and how to use it to improve their communication skills. They were also taught practical techniques for active listening, such as reflecting, summarizing, and probing.

Session 4: Verbal and Non-verbal Communication Skills

The fourth session covered verbal and non-verbal communication skills, which are essential in effective communication. Participants were guided through exercises to help them improve their communication skills, including speaking clearly, using appropriate body language, and understanding non-verbal cues.

Session 5: Time Management Skills

The fifth session focused on time management skills, which are critical in today's fast-paced work environment. Participants learned how to manage their time effectively, set priorities, and minimize distractions to improve their productivity and work-life balance.

Session 6: Goal Setting and Prioritization

The sixth session was focused on goal setting and prioritization. Participants learned how to set SMART goals, identify priorities, and develop a plan for achieving their goals. They were also taught how to track their progress and adjust their plan as needed.

Session 7: Stress Management Techniques

The seventh session covered stress management techniques. Participants learned how to identify and manage stress, including relaxation techniques, time management strategies, and effective communication.

Session 8: Interpersonal Skills and Relationship Building

The eighth session was focused on interpersonal skills and relationship building. Participants learned how to build positive relationships with colleagues, clients, and other stakeholders. They were taught practical techniques for effective communication, conflict resolution, and building trust.

Session 9: Conflict Resolution Skills

The ninth session focused on conflict resolution skills. Participants learned how to identify and manage conflict, communicate effectively, and negotiate win-win solutions. They were also taught how to handle difficult conversations and manage emotions in conflict situations.

Session 10: Team Building and Collaboration

The final session was focused on team building and collaboration. Participants learned how to work effectively in a team, communicate clearly, and leverage their strengths to achieve common goals. They were also taught practical techniques for problem-solving and decision-making in a team setting.

Conclusion:

The program was designed to help participants enhance their soft skills, which are essential in today's work environment. The sessions covered a range of topics, including self-awareness and self-evaluation, active listening skills, verbal and non-verbal communication skills, time management skills, goal setting and prioritization, stress management techniques, interpersonal skills and relationship building, conflict resolution skills, and team building and collaboration. Participants gained valuable insights and practical skills to improve their performance, productivity, and job satisfaction.

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REVA
UNIVERSITY

Bengaluru, India

Rukmini Knowledge Park, Kattigenahalli
Yelahanka, Bengaluru - 560 064
Karnataka, India.

Ph: +91- 90211 90211, +91 80 4696 6966
E-mail: admissions@reva.edu.in

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www.reva.edu.in