DATE-20/02/2022

One.Page Report on Soft Skill

A.Y. (2021-22)

Name of the Event: Soft Skill Session.

Speakers: Ms. Ritoo Sumbli

Time: 11:30 am to 1:30 pm

Mode: Online (MS TEAMS)

Class: TE (Computer) .

Introduction:

Indira College of Engineering and Management had arranged session on "Soft Skill Training" for Batch 2021-22 by Ms. Ritoo Sumbli. The session was arranged in online Mode (MS Team Platform) from 11:30 am to 1:30 pm on every Monday. This was 18 hours program. The speaker covered following points for Soft Skill session.

Date	Student Enroll	Topic covered
16/8/2021	65	Introduction to soft skills, OCEAN Model
23/8/2021	78	Self-Awareness, Personality Development
30/8/2021	56	SWOT Analysis
07/9/2021	84	Goal setting- Personal & Career
13/9/2021	72	Dos and Don't , Group Discussion
20/9/2021	81	Concept success and failure
27/9/2021	52	Interpersonal Relationship
4/10/2021	58	Etiquette –personal, social- office
11/10/2021	62	Stress Management, Time Management
18/10/2021	55	Group Discussion
25/10/2021	87	Formal, informal letter writing
15/11/2021	67	CV Formation with cover letter
22/11/2021	65	Interview Technique
29/11/2021	72	Writing Skills
10/1/2022	76	Problem solving skills
17/1/2022	68	Presentation Skills, Review Writing

20/1/2022	56	Report Writing,
31/1/2022	83	Introduction Debates, Motivational Skills
07/2/2022	63	Article Writing
14/2/2022	74	Etiquette, Leadership & Management

The Sessions was very informative and it helped student in knowing how to improve soft skills. All students gave their feedback very positively.

Training Coordinator

HOD-Computer, ICEM

Few Glimpses

INDIRA COLLEGE OF ENGINEERING AND MANAGEMENT
Parandwadi, Pune – 410506, Ph. 02114 661500, www.indiraicem.ac.in

DATE-20/02/2022

One Page Report on Soft Skill

A.Y. (2021-22)

Name of the Event: Soft Skill Session.

Speakers: Ms. Ritoo Sumbli

Time: 11:30 am to 1:30 pm

Mode: Online (MS TEAMS)

Class: BE (Computer)

Introduction:

Indira College of Engineering and Management had arranged session on "Soft Skill Training" for Batch 2021-22 by Ms. Ritoo Sumbli. The session was arranged in online Mode (MS Team Platform) from 11:30 am to 1:30 pm on every Thursday. The speaker covered following points for Soft Skill session.

Date	Student Enroll	Topic covered
12/08/2021	62	Introduction to soft skills, OCEAN Model
19/08/2021	55	Self-Awareness, Personality Development
26/08/2021	87	SWOT Analysis
02/09/2021	67	Goal setting- Personal & Career
9/09/2021	65	Dos and Don't , Group Discussion
16/09/2021	62	Concept success and failure
23/09/2021	52	Interpersonal Relationship
30/09/2021	58	Etiquette –personal, social- office
1/10/2021	62	Stress Management, Time Management
8/10/2021	55	Group Discussion
15/10/2021	87	Formal, informal letter writing
29/10/2021	67	CV Formation with cover letter
12/11/2021	65	Interview Technique
19/11/2021	72	Writing Skills
10/1/2022	76	Problem solving skills
13/1/2022	68	Presentation Skills,

17/1/2022	65	Report Writing,
20/1/2022	78	Introduction Debates, Motivational Skills
27/1/2022	56	Article Writing
3/02/2022	84	Etiquette
4/02/2022	72	Leadership & Management
7/02/2022	81	Technical Report Writing
10/02/2022	65	Review Writing

The Sessions was very informative and it helped student in knowing how to improve soft skills. All students gave their feedback very positively.

Training Coordinator

HOD-Computer, ICEM

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Few Glimpses