

Ref. No: ICEM/CIVIL /2021-22/

Date: - 10<sup>th</sup> Jan. 2022

## Notice

### Department of Civil Engineering

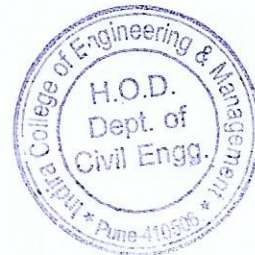
Indira College of Engineering and Management offering training program for the TE and BE students on "Aptitude & Soft Skill". The sessions will be conducted in online mode 2 Hrs. per week. Session time will be reflected in Academic Time Table.

Attendance is compulsory is compulsory for all the students. The training session will commence from 11 Jan 2022 onward. Students must take at most benefit of the session.



Prof. Vijay Wairagade

Head of Department



## Academic Year 2021-22 (Sem-II)

### Report on Soft Skill Training Session

The main aim of soft skill training session was to develop confidence in students and improve their communication skills & also instill the art of speaking and boost up the confidence among students so that the improvement in their personality took place. This session was taken for students to make them understand the importance of Presentation. They were given important key points to remember while presenting. Following Syllabus are included in soft skill training Session.

Sr. No.	Topics
1	Stress management & Time Management
2	Formal & Informal letter writing
3	CV formation with a Cover Letter
4	Interview technique online & face to face
5	Introduction & Debate
7	Writing Skill & Speaking Skill
8	Etiquette, Leadership & Management

Students gave their feedback of the session very positively. The session was very informative and it helped student in knowing how to tackle interviews.

  
Prof. Vijay Wairagade

Head of Department

