

PORTFOLIO OF CERTIFICATE COURSE OF SOFT SKILLS DEVELOPMENT [CCSSD]



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This journey has been a transformative one, offering me invaluable experiences and perspectives that have greatly contributed to my personal and professional development.

Declaration

I, **L.R. Tharindu Dhanushka Bandara**, hereby declare that the portfolio presented herewith is a true and accurate representation of my work, skills, and achievements. This portfolio has been carefully compiled to highlight my professional capabilities, creative contributions, and academic accomplishments.

I certify that the content included in this portfolio is original and has been created by me unless otherwise stated and appropriately credited to the original source. I take full responsibility for the accuracy, authenticity, and integrity of the materials presented herein.

Signature of the student:

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Registration number of the student: EG/2021/4433

Date: 18/12/2024

Certification

This is to certify that this dissertation submitted by W.S.I.Fernando EG/2021/4514 in fulfilment of the requirement for the Certificate Course of the Soft Skills Development in Career Guidance Unit of the University of Ruhuna is a record of the own work carried out by the student under my supervision. This portfolio has been submitted with my approval

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Contents

Module 01 : Self Evaluation	10
Module 02 : Managing Resources	19
Module 03: Stress Management	28
Module 04: Effective Study Skill and Goal-Directed Learning	31
Module 05: Decision Making and Problem-Solving Skills	34
Module 06 - Communication Skills	40
<i>ASSIGNMENT 1: SHORT STORIES AND REFLECTION 1MIN</i>	43
<i>ASSIGNMENT 2: EMAIL AND LETTER WRITING</i>	45
Module 07 - Interpersonal Skills	48
MODULE 08 - LEADERSHIP SKILLS	54
MODULE 09 - JOB SEARCHING STRATEGY	58
Module 10: Introducing portfolio	60
CONCLUSION	63
REFERENCES	64

Figures

Figure 1	11
Figure 2	13
Figure 3	14
Figure 4	16
Figure 5	20
Figure 6	20
Figure 7	21
Figure 8	21
Figure 9	22
Figure 10	22
Figure 11	23
Figure 12	23
Figure 13	24
Figure 14	24
Figure 15	25
Figure 16	25
Figure 17	26
Figure 18	38
Figure 19	46
Figure 20	47
Figure 21	49
Figure 22	50
Figure 23	50
Figure 24	51
Figure 25	51
Figure 26	52
Figure 27	52
Figure 28	53
Figure 29	55
Figure 30	56
Figure 31	56
Figure 32	57
Figure 33	57
Figure 34	61
Figure 35	62

About me

I am a driven and enthusiastic third-year undergraduate student in the **Faculty of Engineering** at the **University of Ruhuna**, specializing in **Computer Engineering**. My academic pursuits are fueled by a strong passion for technology, innovation, and problem-solving, with a clear focus on personal and professional growth.

Beyond academics, I actively engage in collaborative projects and competitions that expand my knowledge and skills. I have had the privilege of working as a **collaborator** in **Omdena AI Local Chapters** and contributing to **innovation challenge projects**, where I honed my abilities in teamwork, research, and AI-based solutions. Additionally, I participated in the **IEEEExtreme Hackathon**, organized by **Encidemaze**, which provided me with a platform to challenge myself, apply my technical skills, and collaborate with like-minded peers in a fast-paced environment.

These experiences, combined with my dedication to continuous learning and exploring new technologies, have equipped me with the skills and mindset needed to contribute to meaningful projects and excel in both academic and professional endeavors. I look forward to taking on challenges that push boundaries and drive innovation.

Executive Summary

This course provided me with invaluable insights and practical skills essential for achieving success in both my personal and professional life. Throughout the nine modules, various aspects of soft skills development were covered, enabling me to grow holistically.

The first module focused on **self-awareness**, which allowed me to assess my strengths and weaknesses, helping me set clear and achievable goals. The second module emphasized **resource management**, where I learned to effectively manage time, finances, and other limited resources. The third module on **stress management** was particularly significant, as managing stress is a critical skill for undergraduates. I gained practical tips and strategies to handle stress in a productive way.

The fourth module addressed **study skills and goal-oriented learning**, equipping me with techniques to learn more efficiently and achieve my academic objectives. In the fifth module on **decision-making and problem-solving**, I learned how to analyze situations, make informed decisions, and solve problems methodically.

The sixth module covered **communication skills**, a vital area for any professional, especially engineers. I learned how to communicate effectively in different settings and deliver impactful presentations. The seventh module on **interpersonal skills** taught me how to build and maintain positive relationships, as well as collaborate effectively in team environments. A group project under this module gave me practical experience in teamwork and communication.

In the eighth module, we explored **leadership skills**, where I learned how to lead and manage a team successfully. Attending a leadership camp further enriched this experience by giving me hands-on practice in leadership. Finally, the ninth module focused on **job search strategies**, where I gained knowledge about finding job opportunities, creating impactful job applications, and preparing for interviews. Participating in a mock interview and receiving constructive feedback was particularly helpful for my future professional endeavors.

Overall, this course in soft skills development provided me with a comprehensive toolkit to enhance my personal and professional growth. The skills and knowledge gained will undoubtedly contribute to my success in the future.

Career Guidance Philosophy

In today's fast-paced and competitive world, choosing the right career path is one of the most critical decisions we make, as it directly impacts our standard of living and overall success in life. Selecting the best career option requires careful thought and planning, but without proper guidance, it can be a daunting challenge. This is where career guidance and counseling play a crucial role, becoming an essential part of every undergraduate's journey.

Career guidance units serve as a beacon, helping individuals uncover their true potential and identify paths that align with their skills, interests, and aspirations. They provide clarity and direction, ensuring we make informed decisions about our future. Moreover, they help reduce the stress associated with navigating the overwhelming number of career options available and equip us with strategies to manage this process effectively. By leveraging the support and resources of the career guidance unit, I aim to build a fulfilling professional life and achieve my career goals with confidence.

Module 01 : Self Evaluation

This module was a transformative experience that allowed me to understand myself better. It enabled me to identify my skills, interests, and strengths while also helping me recognize:

- Attitudes
- Weaknesses
- Values and behaviors
- Opportunities both within and beyond the university

By completing this module, I gained valuable insights and expanded my knowledge on several important topics, including:

- ❖ Johari Window
- ❖ Personality traits
- ❖ Personality development
- ❖ Personal branding
- ❖ Career planning
- ❖ SWOT analysis
- ❖ Setting SMART goals
- ❖ The twelve core action values

The module emphasized collaborative learning through extensive group work. During the online sessions, we were assigned to breakout rooms for group discussions, where we shared our insights and later presented them to the larger group. In one of our initial group tasks, we discussed our strengths, skills, and weaknesses, which helped me better understand myself. Additionally, we completed assignments on SWOT analysis and SMART goal setting, where I could analyze my personal and professional aspirations by setting both long-term and short-term goals.

I also learned valuable personality development strategies, including:

1. 3A's

- Accepting what I cannot change
- Avoiding distractions that hinder my progress
- Being aware of my current position

2. 3B's

- Believing in my ultimate potential
- Adopting a "being to becoming" mindset
- Beating stress by preparing for challenges

3. 3C's

- Challenging obstacles
- Committing to my goals
- Controlling my actions

4. 3D's

- Dreaming of my desires
- Devoting time effectively
- Developing essential skills

MBTI (Myers–Briggs Type Indicator)

One of the most impactful parts of this module was the opportunity to analyze my personality type using the MBTI (Myers-Briggs Type Indicator). The MBTI is a widely recognized personality assessment tool that evaluates an individual's preferences across four dimensions: Extraversion (E) vs. Introversion (I), Sensing (S) vs. Intuition (N), Thinking (T) vs. Feeling (F), and Judging (J) vs. Perceiving (P). The combination of these preferences forms 16 unique personality types, offering deeper insights into my personality and potential.

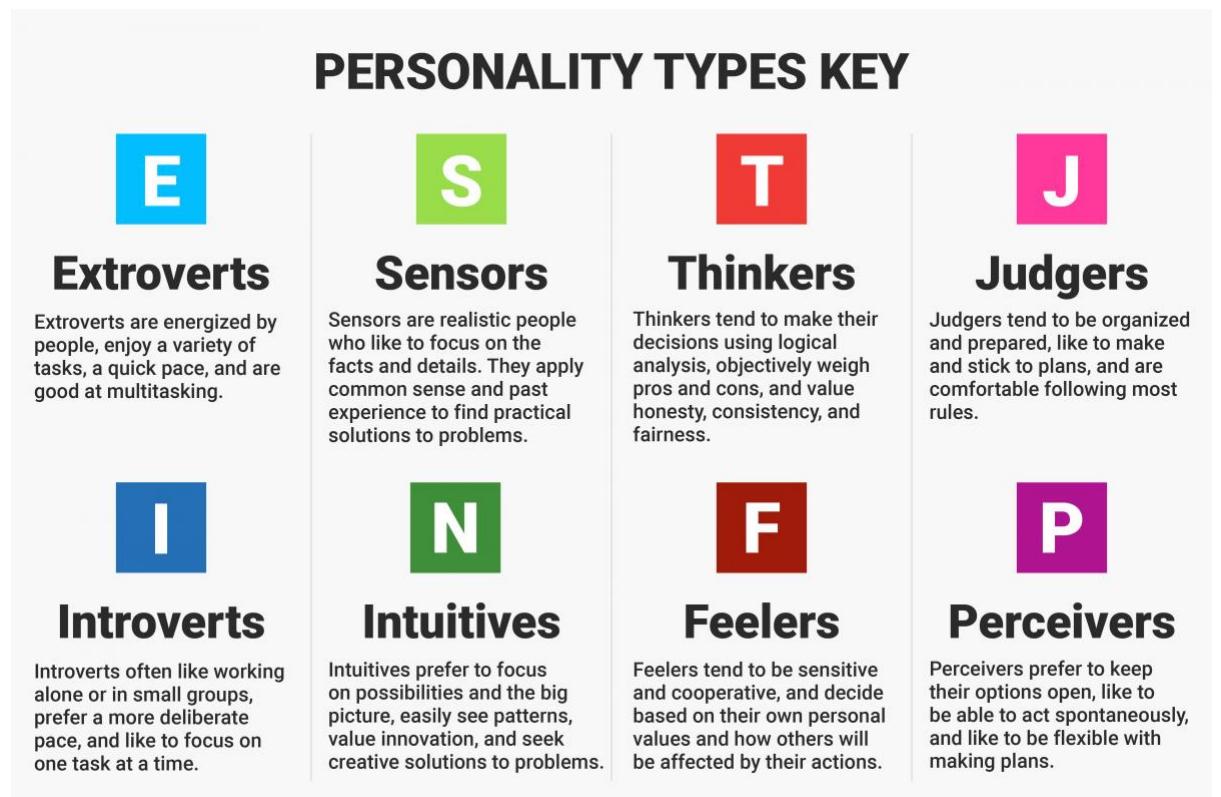


Figure 1

I am an **INTJ (Architect)**, a rare and ambitious personality type characterized by deep strategic thinking and a profound sense of purpose. My mind is a sanctuary of ideas, constantly analyzing patterns, forecasting outcomes, and imagining ways to reshape the world around me. Logic is my compass, and I rely on it to guide me through complex problems, often crafting solutions that others might overlook.

I am independent and self-driven, preferring autonomy over conformity. In a group setting, I naturally take on the role of planner and strategist, meticulously outlining the path forward. My goals are ambitious, yet every step I take is calculated with precision. Creativity blends seamlessly with my analytical mindset, enabling me to approach challenges from angles that others might not consider.

While I may seem reserved, it's because my energy is directed inward, nurturing a vast inner world filled with vision and intellectual curiosity. I hold high standards, not just for myself but also for those around me. I appreciate competence and efficiency and thrive in environments where innovation and critical thinking are valued.

However, I am not without challenges. My drive for perfection and rationality can sometimes create friction in personal relationships. Empathy doesn't come as naturally as logic, but I strive to bridge that gap by listening and adapting. I value meaningful connections with those who share my passion for growth and understanding.

Ultimately, I see life as a puzzle waiting to be solved. I am driven not only by personal success but also by a desire to contribute something transformative to the world. As an Architect, I aim to build systems and ideas that stand the test of time—leaving behind a legacy of progress and possibility.

What is SWOT Analysis?

SWOT Analysis is a strategic technique used by individuals or organizations to evaluate internal strengths and weaknesses, as well as external opportunities and threats, to foster personal growth or business development. It is widely regarded as a key tool for achieving success, aiding in decision-making by ensuring the most effective and appropriate choices are made for any given situation. The four core components of SWOT Analysis are:

- **Strengths** – Internal factors that have a positive impact or advantage.
- **Weaknesses** – Internal factors that may pose challenges or limitations.
- **Opportunities** – External factors that can facilitate progress or help achieve goals.
- **Threats** – External factors or conditions that could hinder progress or success.

Importance of SWOT Analysis

The main purpose of SWOT Analysis is to identify and leverage the positive forces at play while addressing potential problems that need resolution. It provides a comprehensive view

of the internal and external factors influencing a situation by analyzing strengths, weaknesses, opportunities, and threats.

SWOT Analysis is crucial in making well-informed decisions in various circumstances, ensuring the most suitable course of action is taken. It also promotes self-evaluation by helping individuals identify their own strengths, areas for improvement, potential opportunities, and challenges in their environment.



Figure 2

Analyzing a SWOT for my goal

Goal: Becoming a successful engineer

SWOT Analysis

Strengths	Weaknesses	Opportunities	Threats
<ul style="list-style-type: none">• Strong analytical and problem-solving skills• Good understanding of mathematical and scientific concepts• Experience with hands-on projects and technical tools	<ul style="list-style-type: none">• Struggle with managing time efficiently during complex projects• Limited practical exposure to certain advanced tools or software• Occasional overthinking that delays decision-making	<ul style="list-style-type: none">• Access to cutting-edge engineering labs and resources at the university• Availability of online courses and certifications to enhance skills• Collaboration with peers on innovative	<ul style="list-style-type: none">• competition of the engineering field• Pressure to meet academic and professional expectations

<ul style="list-style-type: none"> • Curiosity and eagerness to learn new technologies 		projects and competitions	
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What is Goal Setting?



Figure 3

Goal setting is the process of identifying specific objectives or targets that an individual or organization aims to accomplish within a defined timeframe. It involves determining desired outcomes, outlining clear and measurable goals, and devising a strategic plan to achieve them.

Effective goal setting provides a sense of focus and direction, enabling individuals and organizations to clarify their aspirations and establish a structured path toward success. It acts as a guiding framework, motivating individuals to stay committed and purposeful.

Key Elements of Goal Setting:

1. **Clarity:** Goals must be precise, clearly outlining what needs to be achieved.
2. **Measurability:** Goals should be quantifiable, allowing progress to be tracked objectively.
3. **Achievability:** Goals should be realistic and feasible based on available resources and circumstances.
4. **Relevance:** Goals must align with the overarching vision, values, and priorities.

5. **Time-bound:** Goals should have a specific deadline, creating urgency and a clear timeframe for completion.

Why Do We Set Goals?

Setting goals is a fundamental part of personal and professional development, helping us identify what we want to achieve and providing a structured approach to reach those objectives. Goals serve as a compass, giving us direction, purpose, and motivation across various aspects of life, including career, education, health, relationships, and personal growth.

1. Clarity and Focus:

Goals provide a clear target, helping us prioritize our efforts and make better decisions. They define our aspirations and create a roadmap to achieve them.

2. Self-Improvement:

By setting goals, we challenge ourselves to grow, acquire new skills, and broaden our horizons. Goals encourage us to step out of our comfort zones, fostering continuous learning and personal development.

3. Motivation and Inspiration:

Having a goal ignites passion and enthusiasm, keeping us motivated to overcome challenges and setbacks. Goals give us a reason to stay persistent and committed to our objectives.

4. Measurement of Success:

Goals establish a benchmark for tracking progress and evaluating performance. They allow us to assess achievements, celebrate milestones, and identify areas for improvement.

5. Sense of Fulfillment:

Achieving goals instills a sense of accomplishment, boosts self-confidence, and reinforces our belief in our abilities. It encourages us to set even higher aspirations, promoting a continuous cycle of growth and success.

SMART goals



Figure 4

SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound. It is a well-known framework for setting goals that are clear, actionable, and realistic, increasing the likelihood of success. Here's a breakdown of each component:

- **Specific:** Goals should be precise, answering key questions like who, what, where, when, why, and how.
Example: "Boost website traffic by 20% in the next quarter through targeted advertising campaigns."
- **Measurable:** Goals need clear criteria for tracking progress and assessing outcomes.
Example: "Publish three blog posts per week to improve content engagement metrics."
- **Achievable:** Goals should be realistic, considering the available resources and constraints.
Example: "Complete an online certification course in project management within two months."
- **Relevant:** Goals should align with broader objectives and hold significant importance in the given context.
Example: "Increase team collaboration to meet quarterly project deadlines efficiently."

- **Time-bound:** Goals must include a deadline to create urgency and a timeframe for completion.
Example: "Submit the first draft of the research paper within the next 10 days."

Short-term and Long-term Goals

Goals can be divided into short-term and long-term based on the time required to achieve them:

- **Short-Term Goals:** These are immediate targets achievable within weeks or months.
Examples:
 - ✓ "Prepare diligently for the first-year exams to secure a high GPA."
 - ✓ "Enroll in skill-enhancing courses such as HRM, Business Management, and English within the next six months to broaden my knowledge."
- **Long-Term Goals:** These involve broader aspirations requiring sustained effort over years.
Examples:
 - ✓ "Successfully complete my undergraduate degree with an excellent GPA within four years."
 - ✓ "Establish a chain of laboratories under my brand within the next decade."

The Importance of Goal Setting

Goal setting is essential for both personal and professional development. It provides clarity, motivation, and a structured path to achieve aspirations. Whether related to education, career, or personal growth, setting goals empowers individuals to take meaningful steps toward their objectives.

Recently, we were tasked with creating a career action plan for one of our assignments. This activity was highly beneficial as it allowed me to clearly outline my short-term and long-term academic goals and strategize actionable steps to achieve them.

By setting goals, we can remain focused, track our progress, and ultimately accomplish what we aim for, leading to both personal satisfaction and professional success.

The Johari Window

The Johari Window is a psychological model created by Joseph Luft and Harrington Ingham in the 1950s. It is designed to enhance self-awareness and improve communication by breaking down an individual's self-knowledge into four key areas or "panes." Each quadrant reflects different aspects of our understanding of ourselves and how we interact with others.

- **Open Area (Arena):** This quadrant encompasses the aspects of ourselves that are both known to us and to others. It includes information, behaviors, feelings, and thoughts that are openly shared and recognized by both parties. The open area fosters trust and transparency, making communication more effective and relationships stronger. When this area is large, individuals feel comfortable and confident in expressing themselves freely.
- **Blind Area (Blind Spot):** The blind area refers to aspects of ourselves that others can perceive but we are unaware of. These could be certain behaviors, habits, or traits that we fail to recognize or acknowledge. To address this area, feedback from others is essential. By actively seeking input, we can identify our blind spots, leading to personal growth and self-improvement.
- **Hidden Area (Façade):** The hidden area represents aspects of ourselves that we are aware of but choose not to share with others. This can include personal emotions, fears, past experiences, or vulnerabilities. While it's natural to keep certain things private, too much secrecy can create barriers to authentic communication and connection. Sharing elements from the hidden area can strengthen trust and build deeper relationships.
- **Unknown Area (Unknown Self):** The unknown area contains aspects of ourselves that neither we nor others are aware of. This may include undiscovered talents, untapped potential, or unresolved inner issues. Exploring the unknown area involves self-reflection, introspection, and a willingness to explore new facets of ourselves. It is in this area that personal growth, discovery, and self-empowerment occur, as we unlock new strengths and gain greater understanding.

The Johari Window serves as a valuable tool for enhancing self-awareness, fostering meaningful communication, and promoting personal growth. By engaging in feedback, self-exploration, and open sharing, we can expand the areas of openness and reduce blind spots, creating healthier and more effective relationships.

Module 02 : Managing Resources

This module offered a transformative experience by guiding me to explore opportunities beyond the University of Ruhuna, broadening my perspective on the resources and possibilities available to students. It helped me understand that education extends beyond academic curricula and that exploring external organizations, programs, and communities is vital for holistic growth.

Our chosen topic was the **Master of Business Administration (MBA)** program offered by an external institution. This topic allowed us to delve into a program that bridges the gap between theoretical knowledge and practical business applications. The research process included interviewing a representative associated with the MBA program, which was an invaluable learning opportunity.

The interview taught me how to engage in formal conversations, maintain professionalism, and ethically gather information. I learned how to frame thoughtful questions, communicate politely, and listen actively to obtain the insights I needed. This skill of professional communication is essential not only for interviews but also for real-world scenarios where building rapport is crucial.

From our research, I gained a comprehensive understanding of the MBA program, including its structure, mission, and vision. The program aims to develop leaders who can navigate complex business environments, foster innovation, and contribute to sustainable growth. We explored its curriculum, which includes core areas like strategic management, leadership, finance, and marketing, along with opportunities for networking and career advancement.

Creating a presentation based on our findings further enhanced my ability to analyze, organize, and convey information effectively. Working in a team taught me the importance of collaboration, adaptability, and shared responsibility. We highlighted key aspects of the program, such as its focus on leadership development, its relevance in today's dynamic global economy, and how it prepares professionals for managerial roles.

This module allowed me to reflect on the importance of looking beyond the university environment for growth opportunities. Exploring external programs like the MBA helped me understand how such initiatives contribute to professional and personal development. The skills I acquired, including professional communication, research, and teamwork, will be immensely beneficial as I navigate my academic journey and future career.

MASTER OF BUSINESS ADMINISTRATION (MBA)

Avengers-2

EG/2021/4387 Adnan Ahamed S
EG/2021/4433 Bandara LRTD
EG/2021/4445 Bogahalanda BAVT
EG/2021/4431 Lakruwan KMCB



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Figure 5

What is MBA

- ❑ A Master of Business Administration (MBA) is a graduate degree that provides theoretical and practical training for business or investment management.
- ❑ An MBA is designed to help graduates gain a better understanding of general business management functions.

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Figure 6

Why do we want MBA

- Increased job opportunities
- Your earning potential increases
- Be your own boss
- You expand your professional network
- Your world perspective grows
- You enjoy greater job security
- Your professional skills improve
- New career paths are open to you

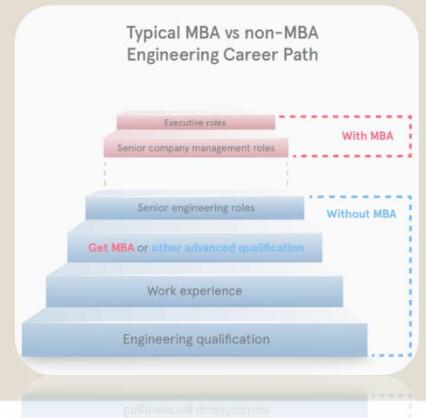


Figure 7

Types of MBA

MBA in Finance
MBA in Accounting
MBA in Health Care
MBA in Management
MBA in Supply Chain and Logistics Management
MBA in Marketing

MBA (General)
MBA in Human Resource Management
MBA in Business Analytics
MBA in Project Management
MBA in Entrepreneurship
MBA in Information Technology

Figure 8

MBA(General)

The duration of an MBA is 2 academic years with 4 semesters.

Mostly first 2 semesters have the same modules in all types of MBAs.

Accounting for decision-making	Business Economics
Contemporary Management Practices	Managing Information
Business skill development	Marketing management
Human resource management	Strategic management
Corporate finance	Entrepreneurship
Management and cost accounting	

Figure 9

MBA In Human Resource Management

- Executive MBA in HR
- Distance MBA in HR
- Online MBA in HR
- Full-time MBA in HR
- 1 Year MBA in HR

Figure 10

MBA in Business Analytics

- Internship
- Projects

Figure 11

MBA in Project Management

- Campus Project Management MBAs
- Online Project Management MBAs

Figure 12

MBA in Entrepreneurship

- Leadership
- Finance
- Management
- Economics
- Operation Management
- Marketing

Figure 13

MBA in Information Technology

- Project Management
- Management
- Economics
- Accounting
- Leadership
- Finance
- Strategy
- Strategic Solutions
- Capstone

Figure 14

Opportunities after Doing MBA for Engineers

- ❖ While an engineer asks how to do something, an engineer who completes MBA asks why. This is what makes MBAs unique. An MBA provides engineers with in-depth technical knowledge that enables them to develop solutions to the problems we encounter as engineers.
- ❖ An MBA will complement your technical expertise with a greater breadth of commercial understanding. This enables you to take both strategic and operational perspectives, which makes you a valuable asset in a range of functions and industries.

Figure 15

- ❖ Your engineering background, together with an MBA, can open the door to multiple career options. You could stay close to your roots in a role that takes your engineering career to the next level.
- ❖ Chief engineer or project management roles provide team and stakeholder management and require business, project, resource, and budget management, as well as the ability to plan ahead to be at the forefront of technology innovation and funding opportunities.
- ❖ This kind of career progression will often require a higher level of client interaction, as well as the ability to act as a trusted technical adviser to help them to grow their business as well as yours.

Figure 16

- ❖ Your goal will make it easier for others to support you and give you a focus to work towards. One of the most exciting aspects of an MBA program is the wealth of new insights, both personal and professional, that you will have access to.
- ❖ Keeping an open mind will help you to engage with a wide range of guest speakers and develop your network to support your career development in the long term.
- ❖ For most professions, an MBA is not a requirement, but more a signal that you are ambitious, ready to learn and not afraid of new challenges.

[It will be up to you to communicate what you can offer to potential employers.](#)

Figure 17

Further more This module provided a unique opportunity to explore critical life skills and concepts that extend beyond academics, focusing on practical aspects of resource management, time management, and financial planning. By examining these topics, I realized the importance of planning and making effective decisions to thrive in both personal and professional life.

Scarce Resources and Their Management

One of the key takeaways from this module was understanding the concept of scarce resources. These are resources that are limited in availability yet in high demand, such as water, electricity, food, raw materials, and even human capital. Scarcity often arises due to factors like overuse, natural disasters, or inadequate production capacity. I learned how scarcity can lead to competition, higher costs, and even conflicts.

The session emphasized the importance of managing scarce resources efficiently. It highlighted the role of effective policies, technological innovation, and sustainable practices in ensuring fair and efficient use of these resources. This understanding broadened my perspective on resource management, showing how thoughtful planning and conservation can support long-term sustainability.

Time Management

Another significant lesson was time management, a crucial skill for making the most of our limited time. Effective time management helps improve productivity, achieve goals, and reduce stress. I learned several practical strategies to manage time more effectively, including:

- **Prioritizing tasks:** Focusing on what's most important.

- **Making a to-do list:** Organizing tasks systematically.
- **Setting deadlines:** Creating a sense of urgency.
- **Taking breaks:** Avoiding burnout.
- **Avoiding multitasking:** Focusing on one task at a time for better results.
- **Avoiding procrastination:** Tackling tasks promptly to avoid unnecessary delays.

These tips taught me how to plan my day effectively and maintain a balance between academics, extracurricular activities, and personal life.

Financial Management

One of the most impactful sessions was on financial management. For the first time, I reflected on how to handle finances responsibly and plan for the future. Financial management is about controlling finances to meet both short-term needs and long-term goals. I learned the importance of:

- **Budgeting:** Setting financial limits and tracking expenses.
- **Recording expenditures and income:** Maintaining clarity about where money is spent and earned.
- **Making smart financial choices:** Saving, investing, and planning for the future.

The guest speaker's question about our first financial plan sparked a deep reflection on how to set realistic goals and work towards achieving financial stability.

Connecting to the Topic

Through this module, I gained valuable skills that extend beyond academics and directly relate to the topic we explored: the **Master of Business Administration (MBA)** program. The concepts of resource management, time management, and financial planning align with the foundational principles of an MBA program. They emphasize the need for strategic decision-making, efficient resource allocation, and forward-thinking financial strategies—skills critical for anyone pursuing a career in business or leadership.

By integrating these insights into my daily life, I feel better prepared to manage both current challenges and future opportunities effectively. This module has shown me the importance of balancing limited resources, time, and finances to achieve sustainable success.

Module 03: Stress Management

As an undergraduate, I have recognized the importance of stress management in maintaining academic success and mental well-being. The heavy workload and constant deadlines often lead to stress, which I experience as discomfort and difficulty focusing. Stress can negatively impact physical and mental health, preventing me from utilizing my full potential. Effective management is key to reducing its harmful effects and improving productivity.

Stress Management Techniques

To cope with stress, I have adopted various strategies, including:

- Playing Games
- Practicing meditation and relaxation techniques
- Reading books
- Engaging in sports and physical exercise
- Participating in creative and aesthetic activities

Understanding Mental Health

- Mental health refers to a person's psychological and emotional well-being.
- It includes the ability to think clearly, manage emotions, and handle life's challenges effectively.
- Positive traits like resilience, self-worth, and stress-coping abilities are integral to good mental health.
- Maintaining mental health involves self-care, social connections, and professional help when needed.

Insights from the Module

The stress management module provided in-depth knowledge about:

- **Stress:** The body's natural response to physical, emotional, or psychological demands.
- **Types of Stress:**
 - Acute stress (short-term)
 - Chronic stress (long-term)
 - Traumatic stress (post-traumatic experiences)

- **Stressors:**
 - Time stress
 - Anticipatory stress
 - Situational stress
 - Encounter stress

Recognizing Stress Symptoms

I learned to identify stress through its physical signs, including:

- Headaches
- Muscle tension or pain
- Fatigue
- Sleep disturbances
- Digestive problems
- Rapid heartbeat

Effective Coping Strategies

- Regular exercise and physical activity
- Deep breathing and meditation
- Engaging in enjoyable hobbies and activities
- Getting sufficient sleep
- Seeking support from friends, family, or professionals

Stress Management Theories

The module introduced several effective approaches:

- **Cognitive-Behavioral Therapy (CBT):** Helps identify and change negative thought patterns.
- **Mindfulness-Based Stress Reduction:** Promotes awareness of the present moment.
- **Stress Inoculation Training:** Prepares individuals to handle stress through controlled exposure.
- **Social Support:** Highlights the importance of a reliable support network.

Activities and Takeaways

- Participated in webinars on stress management and music-based programs.
- Engaged in group discussions to share and learn about stress-coping strategies.

- Understood the impact of stress on mental health and its connection to conditions like anxiety and depression.

This module has been instrumental in helping me manage stress effectively and maintain mental well-being. The strategies and insights I gained are invaluable for navigating academic challenges and building resilience for the future.

Module 04: Effective Study Skill and Goal-Directed Learning

As an undergraduate, I've learned that effective studying and learning methods are essential for academic success and retaining knowledge long-term. This module has been immensely helpful in providing insights and strategies that have reshaped the way I approach learning. It emphasized understanding individual learning preferences, incorporating technology, and utilizing structured methods to improve focus and memory.

Throughout the module, we engaged in group discussions and activities that covered the following areas:

- **Understanding Learning:** What learning is and why it is important.
- **Learning Styles and Preferences:** Recognizing individual differences in how people learn.
- **Effective Note-Taking:** How to create concise, memorable notes.
- **Study Tools and Techniques:** Exploring tools that enhance learning efficiency.
- **Mind Mapping:** A visual tool for organizing and connecting ideas.
- **Setting Study Goals:** Establishing clear, achievable objectives for better focus.
- **Time Management:** Budgeting time effectively to balance academics and personal life.

Learning Styles

One of the key takeaways was understanding the three primary learning styles and their benefits:

1. **Visual Learners:** Prefer diagrams, charts, and images to understand concepts.
2. **Auditory Learners (my style):** Retain information by listening, discussing, and engaging in verbal learning.
3. **Kinesthetic Learners:** Excel through hands-on activities and practical experiences.

Learning about these styles helped me identify my preference and adjust my methods to align with how I learn best. Group discussions allowed us to compare the strengths and limitations of each style and adopt strategies from one another.

Use of Technology in Learning

Technology plays a pivotal role in modern education. We explored various digital tools and apps that help:

- **Organize notes and assignments**
- **Track academic progress**
- **Access vast online resources**
- **Facilitate collaboration with peers**

However, we also discussed the importance of balancing technology with traditional methods like textbook study and handwritten notes to ensure a comprehensive learning experience.

Study Techniques

The module introduced us to several structured and effective study methods, including:

SQ3R Method

This five-step approach significantly improves understanding and retention of information:

1. **Survey:** Skim through headings, subheadings, and visuals to get an overview of the material.
2. **Question:** Formulate questions to focus your reading and create a purpose.
3. **Read:** Read thoroughly to find answers to the questions, taking notes along the way.
4. **Recite:** Summarize the material in your own words, using diagrams or mind maps if necessary.
5. **Review:** Revisit the material, test your understanding with quizzes, and reinforce key points.

Mind Mapping

Mind mapping was highlighted as a practical tool for:

- Organizing complex ideas visually.
- Enhancing creativity by connecting concepts.
- Boosting memory and productivity.

We frequently used this tool to break down topics into interconnected elements, which made revision much easier.

Experiential Learning

Another powerful method we learned was **experiential learning**, which is a hands-on approach that includes:

1. **Concrete Experience:** Actively participating in activities like experiments or workshops.
2. **Reflective Observation:** Thinking about what was learned and how it can be applied.
3. **Abstract Conceptualization:** Relating experiences to theories or concepts to find patterns.
4. **Active Experimentation:** Applying lessons learned to new situations to test understanding.

This approach not only deepens understanding but also improves critical thinking and decision-making skills.

Cooperative Learning

We also explored **cooperative learning**, where students work together to achieve a shared goal. This method:

- Encourages teamwork and builds effective communication skills.
- Promotes knowledge-sharing among peers.
- Includes activities like group projects, peer tutoring, and collaborative problem-solving exercises such as jigsaw puzzles.

Additional Skills and Takeaways

Under this module, we also explored:

- Effective use of textbooks to extract relevant information.
- Balancing continuous assessments with study schedules.
- Setting realistic and measurable goals for academic success.
- Budgeting time effectively to manage workloads and personal responsibilities.

Impact of the Module

This module has significantly enhanced my understanding of learning styles, tools, and methods. It has shown me the importance of self-awareness in learning, helping me tailor my study habits to my strengths. Techniques like SQ3R, mind mapping, and cooperative learning have transformed my approach to studying, making it more structured, efficient, and engaging.

By combining traditional methods with modern digital tools and actively participating in experiential learning, I feel more confident in managing my studies. These skills will not only

help me achieve my academic goals but also foster lifelong learning habits that I can apply in all areas of life.

Module 05: Decision Making and Problem-Solving Skills

According to my understanding, decision-making is the ability to select the best possible option after carefully analyzing all factors that may influence the situation. Problem-solving, on the other hand, is the ability to identify, analyze, and implement effective solutions to challenges. These two skills are deeply interconnected, and mastering them defines a person with a unique and valuable character.

Under this module, we explored various aspects of decision-making and problem-solving, including:

- **Effective Decision-Making**
- **Challenges and Problems**
- **Alternatives and Opportunity Cost**
- **Problem-Solving Tools and Techniques**
- **Win-Win Solutions**

Understanding Decision-Making

Decision-making is a structured process of choosing the best option from several alternatives. It involves two main stages:

1. Cognitive Thinking Stage

- In this stage, the decision-maker analyzes the situation and collects information about the opportunity or problem.
- The process includes:
 - Identifying the problem.
 - Setting objectives.
 - Gathering necessary information.
 - Weighing the pros and cons of each possible option.
- Cognitive thinking fosters critical and logical decision-making by removing emotional bias and focusing on rational analysis.

2. Decision-Making Stage

- Using the insights gained during the cognitive thinking phase, the decision-maker selects the best course of action.
- This involves:
 - Weighing advantages and disadvantages.
 - Considering potential consequences.
 - Discussing options with others to gain additional perspectives.
 - Being confident and consistent in the final choice.

Skills for Effective Decision-Making

This module introduced several critical skills for better decision-making, including:

- **Defining the Problem:** Identifying the root cause ensures the focus remains on the key issue.
- **Gathering Information:** Collecting detailed and accurate data helps create a solid foundation for decisions.
- **Evaluating Alternatives:** By examining the pros and cons of each option, we can identify the most suitable course of action.
- **Considering Consequences:** Weighing both the positive and negative outcomes ensures a well-rounded approach to decision-making.
- **Creative Thinking:** Innovative and out-of-the-box solutions often provide the best outcomes for complex problems.
- **Seeking Input from Others:** Gaining insights from knowledgeable individuals or peers can uncover new perspectives and address blind spots.
- **Making Decisions with Flexibility:** While a decision should be firm, it is essential to remain adaptable in case of new information or changing circumstances.
- **Taking Action:** Implementing the decision and monitoring results provides an opportunity to refine future decision-making processes.

Problem-Solving Tools and Techniques

We also explored practical tools and methods for addressing challenges effectively. Problem-solving involves identifying the issue, analyzing it thoroughly, and implementing actionable solutions. Techniques such as brainstorming, root cause analysis, and prioritization help streamline the problem-solving process.

Emphasizing Win-Win Solutions

Another critical lesson was the importance of pursuing win-win solutions. These approaches ensure all parties involved benefit from the decision, fostering collaboration and mutual respect.

Personal Growth from the Module

This module has equipped me with a structured approach to decision-making and problem-solving, enabling me to address challenges logically and effectively. It has also reinforced the importance of balancing logical reasoning with creativity and collaboration. These skills will undoubtedly help me navigate academic, professional, and personal challenges with confidence and clarity.

Decision-making and problem-solving are essential skills that allow individuals or groups to navigate challenges and make choices effectively. Depending on the circumstances and resources available, different decision-making methods can be employed. Each method has its advantages and limitations, so selecting the one that best fits the situation is crucial.

One critical concept we explored was **opportunity cost**—the potential benefits we forego by choosing one option over another. This was beautifully illustrated through a case study about Ambani, a poor boy whose incredible decision-making skills transformed his life. By focusing on long-term benefits rather than immediate rewards, he achieved remarkable success. His story was not only inspiring but also insightful, as we analyzed every decision he made and the associated opportunity costs.

Key Skills for Problem-Solving

This module emphasized the importance of developing problem-solving skills, particularly for engineers. The following key skills were highlighted:

- **Creativity:** Generating innovative solutions.
- **Critical Thinking:** Evaluating and analyzing information systematically.
- **Decision-Making Skills:** Weighing options and selecting the best course of action.
- **Communication Skills:** Sharing ideas effectively to facilitate solutions.
- **Adaptability and Flexibility:** Adjusting to changing circumstances.

- **Analytical Skills:** Breaking down problems into manageable components.

Problem-Solving Process

We learned that problem-solving involves several structured steps:

1. **Define the Problem:** Identify the root cause and its effects.
2. **Analyze the Problem:** Gather relevant information to understand it fully.
3. **Identify Solutions:** List short-term and long-term solutions, considering their pros and cons.
4. **Choose a Solution:** Evaluate options based on criteria such as feasibility and impact.
5. **Plan of Action:** Develop a strategy to implement the chosen solution.
6. **Implement and Adjust:** Execute the solution and refine it as needed.

Using this process ensures that problems are addressed efficiently and effectively, resulting in better outcomes.



Figure 18

Developing Critical Thinking

Critical thinking was another focus of this module. It involves analyzing, evaluating, and interpreting information objectively and systematically. To think critically, one must:

- Be open-minded and willing to consider alternative perspectives.
- Identify and challenge personal biases and assumptions.
- Evaluate evidence and arguments fairly.
- Analyze, infer, and explain information in a balanced manner.

This skill is essential for tackling complex problems and making well-informed decisions in a rapidly changing world.

Practical Activities and Group Work

The module provided numerous opportunities to practice decision-making and problem-solving.

- **Scenario Analysis:** We analyzed real-world scenarios to evaluate whether decisions made were effective.
- **Sharing Personal Examples:** In small groups, we shared personal experiences where we faced difficult decisions or solved challenging problems. These discussions fostered deeper understanding and collaboration.
- **Critical Thinking Exercises:** We worked on cases that required us to think logically and select the best options from multiple alternatives.

Through these activities, we learned to approach problems with a structured mindset, think critically, and make confident decisions even when options are limited or the stakes are high.

Impact of the Module

This module has significantly enhanced my ability to analyze problems, weigh options, and implement effective solutions. The emphasis on opportunity cost, critical thinking, and structured decision-making has prepared me to handle complex situations with clarity and confidence. Moreover, the group activities fostered teamwork and mutual understanding, making the learning experience both practical and enriching.

Module 06- Communication Skills

Communication skills are one of the most essential abilities every undergraduate should develop to succeed in both personal and professional life. These skills are not just about exchanging information but also about understanding and being understood effectively. Without strong communication skills, it becomes challenging to thrive in various settings, whether academic, workplace, or social environments.

What Are Communication Skills?

Communication skills refer to the abilities we use to give and receive different types of information, whether it's sharing ideas, expressing emotions, or solving problems. Effective communication bridges gaps, fosters collaboration, and enhances understanding, making it a vital skill for any individual.

Types of Communication

There are several modes of communication, each with its unique features and purposes:

1. Oral Communication

- Involves speaking and listening and is the most common form of communication.
- Examples include face-to-face conversations, phone calls, video conferences, presentations, lectures, and meetings.
- Effective oral communication relies on clear speech, active listening, and appropriate tone and volume.

2. Written Communication

- Uses written language to convey a message.
- Examples include letters, emails, memos, reports, blogs, and social media posts.
- This method requires clarity, proper grammar, and structure to ensure the message is understood.

3. Non-Verbal Communication

- Conveys messages without words through body language, gestures, facial expressions, and tone of voice.
- This form is crucial as it often supports or contradicts verbal communication.

4. Visual Communication

- Uses visual aids like images, charts, graphs, diagrams, videos, and animations to simplify complex information.

- This method is highly effective for presenting data and engaging audiences visually.

5. Electronic Communication

- Involves digital tools like instant messaging, email, video conferencing, and social media platforms.
- It enables quick and efficient communication over long distances and has become integral in today's digital era.

Objectives of Communication

Communication serves various purposes, including:

- **Informing:** Sharing knowledge or information.
- **Educating:** Teaching or imparting skills.
- **Training:** Guiding individuals to develop specific abilities.
- **Motivating:** Encouraging and inspiring others to act.
- **Integrating:** Fostering teamwork and collaboration.
- **Relating:** Building and maintaining relationships.
- **Promoting:** Advertising ideas, products, or services.
- **Entertaining:** Engaging audiences for enjoyment.
- **Facilitating Decision-Making:** Providing relevant information to help make informed choices.

Communication Process

The communication process involves several key elements that ensure the successful transmission and reception of a message:

1. **The Sender:** The person or entity initiating the communication.
2. **Encoding:** The process of converting thoughts into a message (words, visuals, or gestures).
3. **The Message:** The information or idea being conveyed.
4. **The Channel:** The medium used to send the message (e.g., speech, text, visuals).
5. **Decoding:** The process by which the receiver interprets the message.
6. **The Receiver:** The individual or group for whom the message is intended.
7. **Noise:** Any interference that distorts or obstructs the message (e.g., physical noise, language barriers).

8. **Feedback:** The receiver's response, confirming whether the message was understood as intended.

Importance of Communication Skills

Developing strong communication skills is essential for various reasons:

- **Enhancing Interpersonal Relationships:** Communication builds trust and understanding in relationships.
- **Boosting Confidence:** Expressing thoughts clearly improves self-assurance.
- **Facilitating Teamwork:** Clear communication fosters collaboration and productivity in group settings.
- **Improving Problem-Solving:** Effective communication helps in understanding issues and brainstorming solutions.
- **Advancing Career Growth:** Good communication skills are highly valued in the workplace, aiding in networking, presentations, and leadership.

Practical Applications

Under this module, we explored practical applications of communication, such as:

- Writing effective emails and reports.
- Presenting ideas clearly through visual aids.
- Engaging in active listening during discussions.
- Using appropriate body language to support verbal communication.

This module has greatly enhanced my understanding of communication's multifaceted nature. By mastering these skills, I feel more confident in expressing myself, collaborating with others, and navigating both academic and professional environments. Communication is more than just an exchange of information—it's the foundation for building connections and achieving success.

ASSIGNMENT 1: SHORT STORIES AND REFLECTION 1MIN

Summary of the Short Story

Once upon a time, there was a wise and kind merchant named Rajan. He had a thriving business and was known for his honesty and generosity. One day, a beggar came to his shop and asked for food. Rajan, seeing the beggar's misery, immediately offered him a meal and a small sum of money. The beggar, however, refused to take the money but accepted the food. Rajan, surprised by this, asked why he didn't want the money. The beggar explained that his real hunger was not for money, but for kindness, something he hadn't felt for many years.

Rajan, deeply moved, decided to help the beggar further by giving him a place to stay and offering him work at his shop. The beggar, who was once an unhappy man, found new hope through Rajan's kindness. Over time, the beggar became an integral part of Rajan's business. One day, Rajan's business faced a major financial setback, and he thought of selling his shop. However, the beggar, now a trusted friend, suggested using their remaining resources to help the community, which would eventually bring prosperity back. Rajan, trusting the beggar's wisdom, followed the advice. The kindness shown to the beggar was paid forward, and soon the shop flourished again.

The story teaches us that kindness not only brings immediate rewards but often leads to long-term benefits, as it nurtures relationships and creates trust in others.

Feedback Given During the Workshop and My Reflection on It

In the workshop, I received feedback to avoid speaking too quickly, as I sometimes rushed through my speech, which made it difficult for the audience to follow. I was also reminded to maintain a steady pace and pause for emphasis, especially during key moments in the story. I practiced speaking slower and with more intention, especially when transitioning from one part of the story to another.

Additionally, I was encouraged to improve my use of body language. While I tried to engage the audience through hand gestures, I realized I could enhance my storytelling with more facial expressions to match the emotions of the characters, particularly the beggar's gratitude and Rajan's concern.

Another important piece of feedback was to make my speech more vivid by using descriptive language. For example, instead of just saying "the beggar was happy," I could have said, "The beggar's face lit up with a warmth he hadn't felt in years." This would help to create a stronger emotional connection with the audience.

Lastly, I was asked to focus more on the clarity of my voice. I sometimes mumbled at the end of sentences, and the workshop helped me to project my voice more confidently.

New Words I Found in This Story

- **Prosperity:** The state of being successful or flourishing, especially in terms of wealth.
- **Setback:** A reversal or hindrance in progress.
- **Nurture:** To care for and encourage the growth or development of someone or something.
- **FLOURISH:** To grow or develop in a healthy or vigorous way.
- **Gratitude:** The quality of being thankful, showing appreciation for kindness.
- **Vivid:** Producing powerful feelings or strong, clear images in the mind.

Do You Think It Was Helpful?

Yes,

The feedback was very helpful as it gave me specific areas to focus on, such as pacing, facial expressions, and descriptive language. By applying these suggestions, I feel more confident in making my speeches more engaging and effective. I also realized the importance of using vivid language to evoke emotions and connect with the audience on a deeper level.

Do You Think You Have the Ability to Improve?

Yes,

I believe I have the ability to improve my speaking skills. I am committed to practicing regularly and using every opportunity to speak, whether in class, at events, or within my Gavel club. I am motivated to work on the areas where I received feedback and develop my public speaking to become a more impactful communicator.

How Do You Plan to Improve?

I plan to continue practicing every chance I get, especially in my Gavel club sessions and other speaking opportunities. I'll focus on maintaining a clear and steady voice and incorporate more gestures and facial expressions. I will also work on expanding my vocabulary by learning new words daily and applying them in my speeches. Additionally, I'll pay attention to my pacing, ensuring that I give my audience time to absorb the key points in my story. By incorporating these strategies, I aim to enhance both my delivery and content.

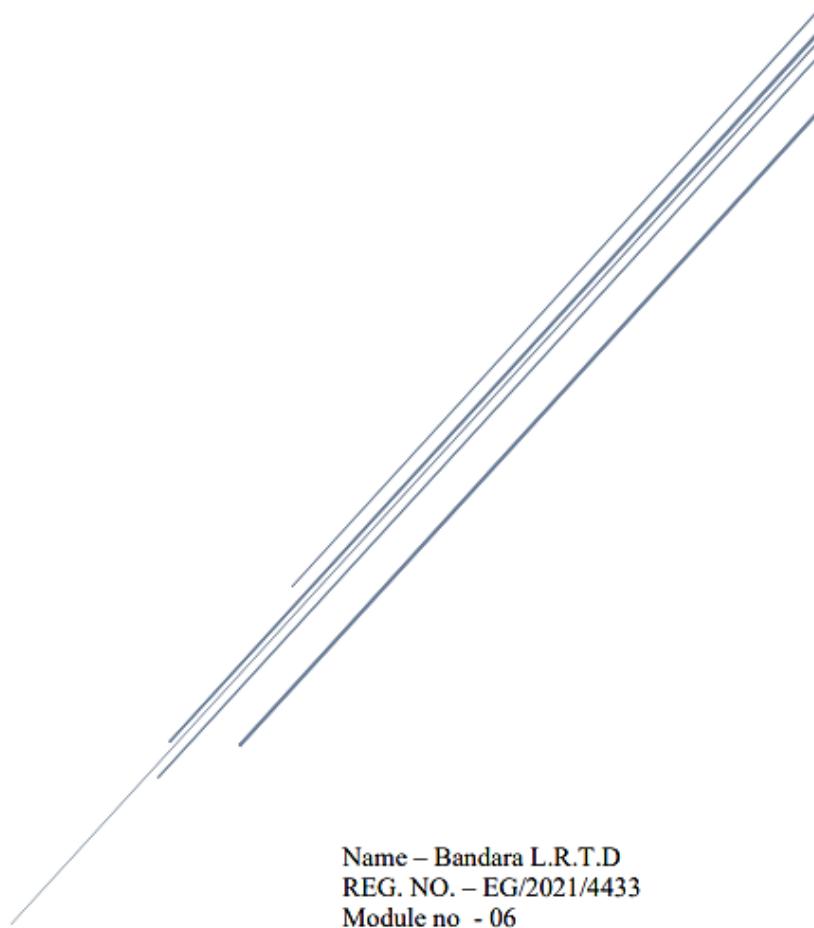
ASSIGNMENT 2: EMAIL AND LETTER WRITING

In our Communication Skills module, we were tasked with an assignment centered on crafting letters and emails. This exercise aimed to improve our proficiency in written communication, a fundamental skill in professional settings. Through this activity, we developed a deeper understanding of how to structure letters and emails effectively, employ appropriate language, uphold formal tone, and achieve clarity and brevity in our messages.

The assignment proved to be an enriching experience, as it underscored the importance of adapting communication styles to suit various contexts, audiences, and objectives. It provided us with a hands-on opportunity to hone our writing abilities, enabling us to convey messages in a polished and professional manner. This practical task equipped us with the skills and confidence necessary to compose effective and purposeful written correspondence in future professional interactions.

ASSIGNMENT - 02

COMMUNICATION SKILLS



Name – Bandara L.R.T.D
REG. NO. – EG/2021/4433
Module no - 06
Programme – Certificate Course in Soft
Skill Development
Submission Date – 2022/08/04

Figure 19

14th November 2021,
Bandara L.R.T.D,
EG/2021/4433,
Bandara_lrtd_e23@eng.ug.ruh.ac.lk,
0753929283.

Dr. B.M.L.A Basnayaka,
Senior Lecturer,
Department of Civil and Environmental Engineering,
Faculty of Engineering,
University of Ruhuna,
Galle,
Sri Lanka.

Dr. W.M.I.Udayangani,
Senior Lecturer,
Department of Interdisciplinary Studies,
Faculty of Engineering,
University of Ruhuna.

Dear sir,

Permission to attend missed practical.

There will be a missed mechanical practical workshop on 15th November 2021 but in that time the AT4433 lecture of communication for Engineers module will be missed by me. Therefore please grant permission for this lecture.

Thank you.

Yours sincerely

(Bandara L.R.T.D) EG/2021/4433

Figure 20

Module 07- Interpersonal Skills

Participating in the *Idora Yathra* project was a transformative experience that significantly contributed to the development of my leadership skills while fostering positive change within the community. This project involved a range of impactful initiatives, including donating over 500 library books, conducting motivational seminars, organizing leadership activities, providing meals for students, and promoting cultural awareness by explaining the significance of the *Deepawali* festival at *Kithalagama West Maha Vidyalaya*.

Throughout this endeavor, I actively contributed to planning, resource mobilization, and execution, which demanded meticulous coordination, strategic thinking, and unwavering teamwork. Collecting funds and books in collaboration with my peers from the *University of Ruhuna* underscored the value of unity and collective effort in achieving ambitious goals. Under the guidance of Mrs. Vindya Welihena and *SL Unites*, I gained invaluable insights into structured organization and the importance of building strong networks—key traits of an effective leader.

The various facets of this project sharpened my leadership capabilities in practical ways. Resource mobilization required me to engage stakeholders, negotiate support, and ensure the collected books aligned with the school's needs, reflecting my ability to take initiative and communicate persuasively. Conducting leadership activities and motivational seminars further pushed me to tap into my creativity and empathy, as I worked to design sessions that inspired and empowered students.

Coordinating meal provision for students highlighted the importance of logistical planning and attention to detail. Managing everything—from preparing the menu to ensuring fair distribution—enhanced my ability to delegate tasks efficiently and fulfill responsibilities with care. Additionally, sharing the cultural essence of *Deepawali* fostered inclusivity and broadened cultural understanding, reinforcing the significance of cross-cultural leadership in today's diverse society.

This experience also tested my decision-making and problem-solving abilities as I navigated unforeseen challenges and adapted to real-world constraints. Resilience, flexibility, and time management were essential as we worked to overcome obstacles and deliver impactful results. Furthermore, collaborating with my peers throughout the project deepened my appreciation for teamwork, teaching me to embrace diverse perspectives and unite towards a common purpose.

In summary, the *Idora Yathra* project was not just a leadership exercise but a profound journey of growth and service. It allowed me to cultivate essential skills—such as communication, resource management, and critical thinking—while making a tangible difference in the lives of others. This experience has instilled in me the values of dedication, collaboration, and the power of mentorship, proving that meaningful change is possible when driven by vision and commitment.

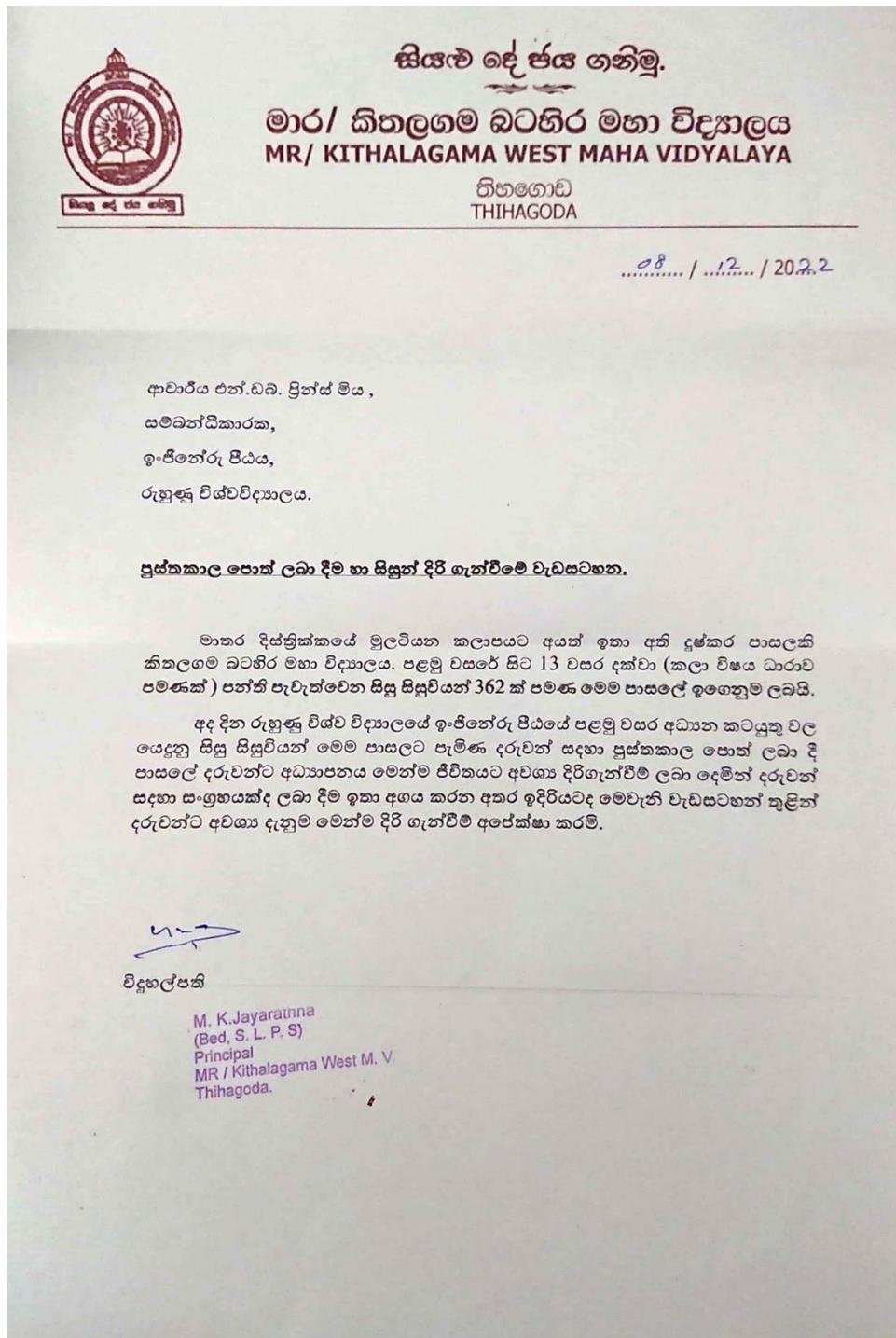
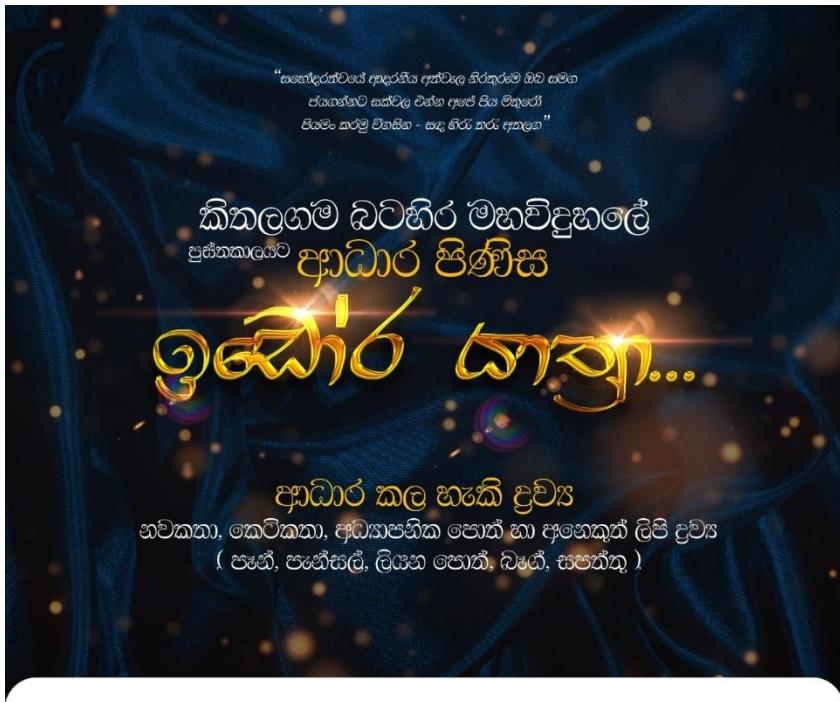


Figure 21



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Figure 22



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Figure 23



Figure 24



Figure 25



Figure 26



Figure 27

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Figure 28

MODULE 08- LEADERSHIP SKILLS

In November 2022, I had the privilege of participating in a leadership camp organized by *Sri Lanka Unites*. This transformative experience combined interactive activities, engaging lectures, and creative performances to cultivate essential leadership skills. Over the three days, I gained valuable insights and practical knowledge that significantly enhanced my understanding of effective leadership.

Key Lessons I Learned:

- **Effective Team Leadership:**
 - Learned how to lead a team with confidence while respecting diverse opinions.
 - Understood the importance of collaboration with senior members and peers.
- **Problem Identification and Solutions:**
 - Developed skills to identify challenges within a team and provide effective solutions.
 - Improved critical thinking and decision-making abilities.
- **Trust and Team Building:**
 - Activities like *Trust Building* strengthened team dynamics and emphasized the importance of mutual trust and support.
 - Participated in group games such as *Human Knot* and *Pass the Ring*, which enhanced qualities like:
 - Quick decision-making.
 - Risk-taking and thoughtful actions.
 - Patience and resilience in problem-solving.
- **Creative Methods to Learn Leadership:**
 - Used music, theater, and dance as tools to understand leadership concepts in innovative and engaging ways.
 - Realized the value of creativity and empathy in connecting with team members.

Impact on My Growth:

- **Personal Development:**
 - Learned that leadership is not only about leading but also about supporting the leader and fostering team unity.

- Enhanced my ability to build trust, resolve conflicts, and inspire team members.
- **Professional Skills:**
 - Improved communication, decision-making, and strategic planning abilities.
 - Understood the importance of collaboration and adaptability in achieving common goals.

Why Leadership Skills Matter:

1. Career Advancement:

- Leadership skills open doors to higher-level opportunities by demonstrating initiative and the ability to lead teams effectively.

2. Team Building:

- Good leaders create positive, collaborative environments where teams work toward shared objectives.

3. Problem-Solving and Decision-Making:

- Strong leadership equips individuals to tackle challenges, make informed decisions, and navigate complex situations.

The *Sri Lanka Unites* leadership camp was a life-changing experience that taught me to embrace leadership as a combination of guidance, empathy, and collaboration. I am deeply grateful for the opportunity to develop these essential skills, which will serve as a foundation for my personal and professional growth. This experience reaffirmed that true leadership lies in uniting people, building trust, and working together to achieve meaningful success.

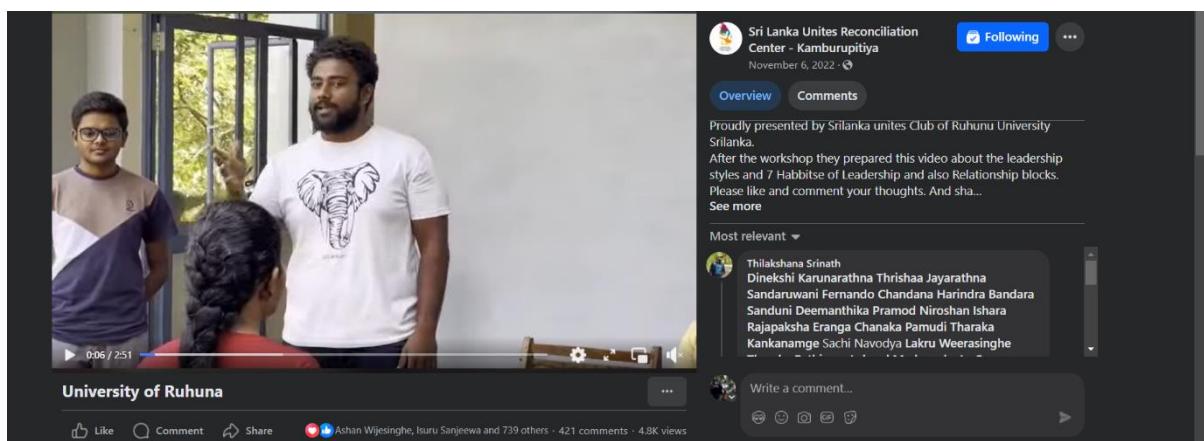


Figure 29

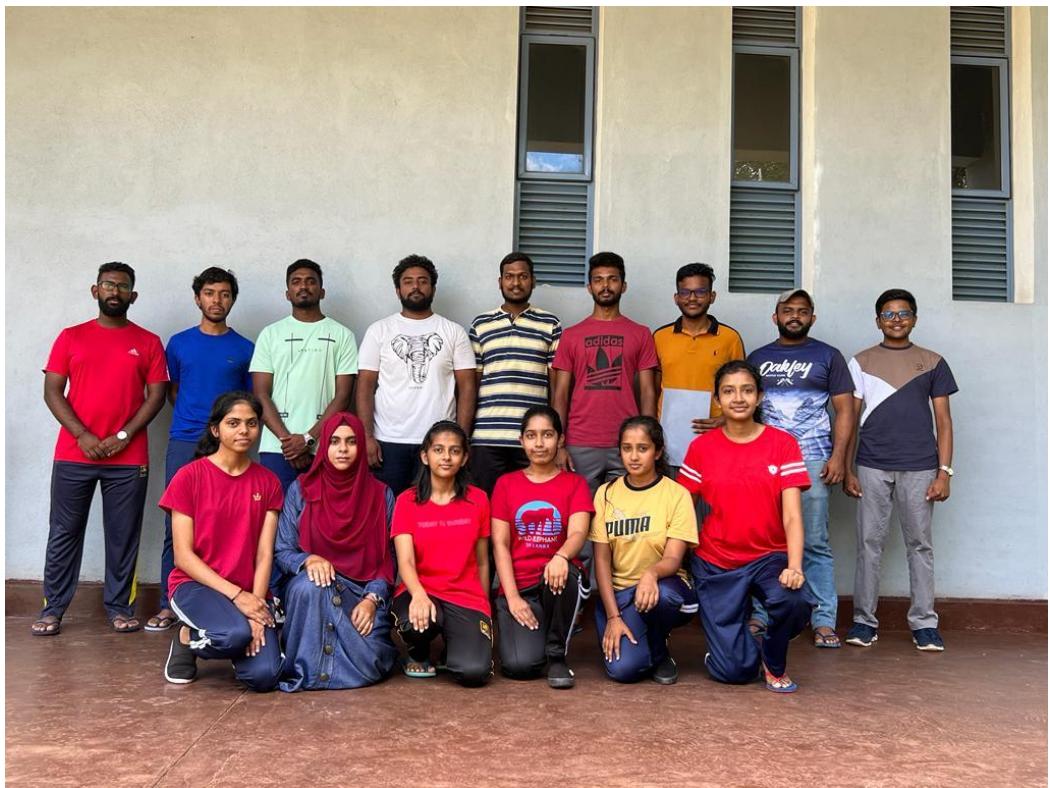


Figure 30



Figure 31



Figure 32



Figure 33

MODULE 09- JOB SEARCHING STRATEGY

Job searching is a critical skill that every job seeker must develop, as it involves more than simply submitting resumes. An effective job search strategy includes a focused approach to identifying the right opportunities and effectively standing out in a competitive market. This module provided valuable insights into preparing for the professional world by teaching essential job search strategies and personal grooming practices.

1. Effective CV as the Passport to the Job Market

- We learned the importance of creating a well-structured and marketable CV that highlights achievements, skills, and qualifications.
- Guest lectures and industry sessions emphasized tailoring CVs to current employment trends and showcasing relevant accomplishments to increase visibility to employers.

2. Cover Letter Writing

- Writing impactful cover letters that complement the CV and highlight unique strengths was another key takeaway.
- Cover letters were designed to address job requirements while effectively communicating enthusiasm and alignment with company values.

3. Industry Insights and Trends

- Through **guest lectures**, including a session by the *Dialog Company* on **January 11th, 2023**, we gained an understanding of industry expectations, career trends, and professional responsibilities.
- These sessions helped us identify areas for improvement and encouraged continuous development in preparation for real-world job opportunities.

4. Personal Grooming

- Personal grooming was emphasized as a crucial factor for professional success, particularly during interviews and networking events.
- **Lessons I Learned:**
 - The significance of dressing appropriately and maintaining hygiene to make a strong first impression.
 - Choosing the right colors and outfits for professional settings to convey confidence and professionalism.

5. LinkedIn Profile Development

- We also learned how to create and maintain a professional LinkedIn profile to showcase our skills and connect with potential employers.

- A well-maintained LinkedIn profile enhances visibility, builds a professional network, and increases career opportunities.

Practical Application and Impact

This module helped me:

- Understand the importance of tailoring my **CV** and **cover letter** to meet job requirements.
- Enhance my confidence in presenting myself professionally through personal grooming.
- Realize the value of **LinkedIn** as a powerful platform for showcasing skills and networking with professionals.
- Identify my current strengths and areas for improvement to prepare for future job interviews and competitions.

The job search strategies and grooming skills I learned through this module have been invaluable in preparing me for the professional world. Creating a compelling CV, mastering personal grooming, and maintaining a professional online presence are essential steps to building a successful career. These lessons have motivated me to continue improving and striving for excellence as I enter the job market.

Module 10: Introducing portfolio

We were introduced to the concept of building a professional portfolio during an engaging online session conducted by **Prof. Thusitha Gunawardana** and organized by **Mrs. Vindya Walihena**, the CGU Coordinator at the Faculty of Engineering, University of Ruhuna. The session provided us with invaluable insights into effectively designing and structuring portfolios, showcasing our skills and achievements in a professional and visually compelling way.

Tharindu Bandara

B.Sc.Eng (Hons) in Computer Engineering (UG)



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SKILLS

Artificial Intelligence(AI)	★★★★★
Python(Programming Language)	★★★★★
Machine Learning(ML)	★★★★★
Database (MySQL/NoSQL)	★★★★★
Mathematics	★★★★★
Communication	★★★★★
Problem-Solving	★★★★★
Critical Thinking	★★★★★
C++(Programming Language)	★★★★★

PROFILE

A determined and enthusiastic computer engineering undergraduate who is seeking an internship opportunity in Computer Engineering related field where I can use and sharpen my skills and abilities for the betterment of your organization while improving myself along my career goals.

EDUCATION

B.Sc Eng (Hons) in Computer Engineering 2022 - Present
Faculty of Engineering University of Ruhuna, Galle

GCE Advanced Level 2011 - 2020
Nu/Poramadulla Central Collage, Nuwara eliya
Results - O/L 8A's and 1B(Art) | A/L 2A's and 1B(Physics) | Z-Score +1.8509

CERTIFICATES

Sustainable Building Design Competition Feb 2022

2023
Department of Civil and Environmental Engineering, Faculty of Engineering, University of Ruhuna

Mathlab Onramp Sep 2023
MathWorks

mathlab Simulink Onramp Oct 2023
MathWorks

Neural Networks and Deep Learning Jan 2024
Offered by Deeplearning.AI And Coursera

CompTIA Cybersecurity Analyst (CySA+) Jan 2024
Offered by CompTIA And Coursera

Prompt Engineering with GPT Feb 2024
Offered by Coursera

Introduction to generative AI Feb 2024
Offered by Google Cloud Training Online Coursera

Introduction to TensorFlow for Artificial Intelligence, Machine Learning, and Deep Learning Feb 2024
Professional Certificate Offered by DeepLearning.AI

Convolutional Neural Networks in TensorFlow Feb 2024
Professional Certificate Offered by DeepLearning.AI

Natural Language Processing in TensorFlow Mar 2024
Professional Certificate Offered by DeepLearning.AI

Generative AI: Prompt Engineering Basics Feb 2024
Offered by IBM

Figure 34

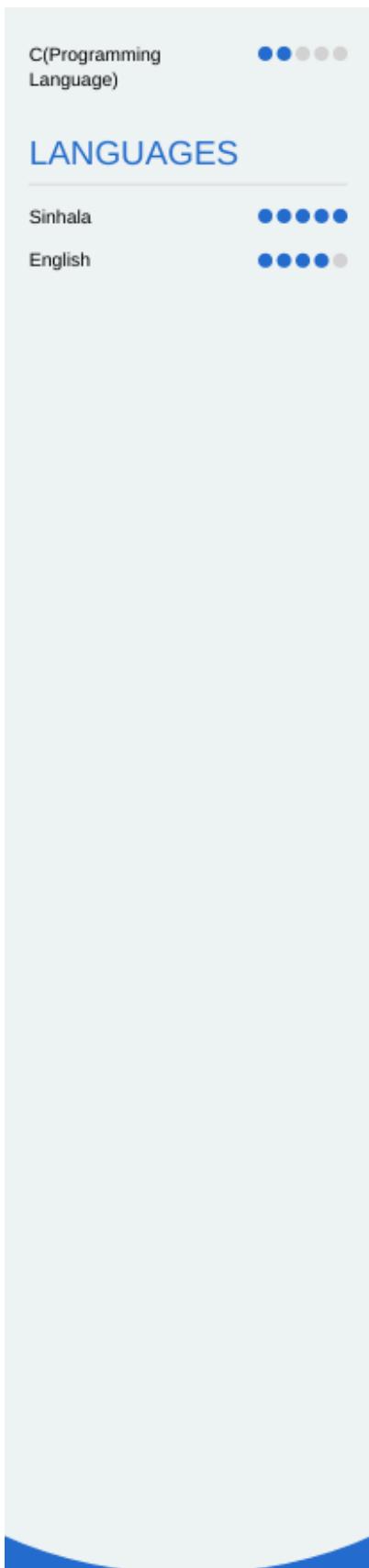


Figure 35

CONCLUSION

The CCSSD course has been instrumental in shaping my career path and guiding me toward achieving my dreams. I learned to set and accomplish goals using tools like **SWOT analysis** and **SMART goals**, providing me with a clear roadmap for success. The second module emphasized the importance of professional communication, including crafting formal emails and business letters, which are essential for ensuring clarity and professionalism in workplace interactions.

The third module focused on managing stress effectively in both academic and professional settings, allowing me to approach challenges—like exams—with a calmer mindset and improved focus. Through the fourth and fifth modules, I discovered my learning style, which significantly enhanced my study methods. The emphasis on **decision-making** and **problem-solving** proved particularly relevant to my future as a marine engineer, where quick and accurate decisions are critical in high-pressure situations such as navigating through bad weather at sea.

In the sixth module, I explored the communication process, methods, and barriers, preparing me to present engineering projects confidently and effectively. The seventh module provided practical experience through a social service project, where I developed a strong sense of social responsibility and a commitment to contributing to those in need. Additionally, the module on **leadership skills** equipped me with knowledge about various leadership styles and helped me develop my leadership qualities. My role as a mentor at the 2022 leadership training camp gave me valuable hands-on experience and reinforced my ability to guide and inspire others.

Finally, the ninth module taught me how to craft a professional and impactful **CV**, a fundamental step in building a successful career. I am deeply grateful to **Professor T.S.L.W. Gunawardana**, **Dr. N.W. Prins**, **Mrs. Vindya Welihena**, and everyone who contributed to this transformative learning experience. The knowledge and skills I gained have empowered me to face challenges confidently and work toward achieving my personal and professional aspirations.

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<http://www.16personalities.com/free-personality-test> How to write effective SMART goals.
(n.d.).