

# **PORFOLIO OF CERTIFICATE COURSE OF SOFT SKILLS DEVELOPMENT [CCSSD]**



**BY**  
**BANDARA KMTON**  
**EG/2021/4432**  
**FACULTY OF ENGINEERING**  
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In Fulfilment of the Requirements for the Certificate Course of the Soft Skills Development.  
Career Guidance Unit-University of Ruhuna

## **Acknowledgment**

I would like to begin by expressing my sincere gratitude to Mrs. Vindya Welihena, the Career Counselor, Professor T.S.L.W. Gunawardana, the current Director of the Career Guidance Unit, and Dr. N.W. Prins, the former Career Advisor, for their unwavering support and valuable guidance. I am also deeply appreciative of Dr. Prabath Weerasinghe, the current Career Advisor, and Dr. T.M. Rengarasu, the former Academic Advisor, for their continuous encouragement and mentorship. Their contributions have provided me with the opportunity to grow and refine my skills. 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 am Bandara KMTON, 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:

**Name of the student:** Bandara KMTON

**Registration number of the student:** EG/2021/4432

**Date:** 18/12/2024

## **Certification**

This is to certify that this dissertation submitted by Bandara KMTON EG/2021/4432 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  
Career Counsellor Mrs. Vindya Welihena Career Guidance Unit University of Ruhuna  
Director, Career Guidance Unit University of Ruhuna

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## 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. 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 helped me to develop skills that are important for success in both personal and professional lives. Different topics related to soft skills development were discussed over the nine modules that covered under this course. The first module is all about self-evaluation which helped me to identify my strengths and weaknesses, and this helped me to set my goals properly to achieve them. The second module is about managing resources. Under that I could able to identify my potential in managing time, finance, scare resources and so on. The third module is about stress management. This module was a very important module as undergraduates, stress management is an essential skills that we have to improve. So we learned lot of facts, tips on stress management in a really interesting way. The fourth module is about effective study skills and goal-directed learning. This module helped me to develop strategies for learning effectively and achieving my goals. The fifth module is about decision making and problem solving. Under this module I could learn about how to make a decision wisely and properly and how to solve a problem effectively. Moreover under sixth module we learned about communication skills which is a crucial skill that an engineer should improve. We could gain a vast knowledge related to the topics in this module. And also we learned about how to do an effective presentation too. The seventh module is about interpersonal skills. This taught us how to build positive relationships with others and how to work effectively as part of a team. This was a really interesting module as we did a project under the module and we could gain lot of experiences. The eighth module is about leadership skills. This helped to learn how to develop effective leadership skills and to manage a team effectively. We had a leadership camp and it was very effective as it was a different experience for me. The final module is about job searching strategy. This module taught me how to find job opportunities, apply for jobs, and prepare for job interviews. This was really useful module as we could face to a mock interview and got a feedback too. This was very important as it will be a huge help in my professional life in the future. In general, this certificate program in soft skills development was able to give us a complete set of skills and practices required for success in both your personal and professional lives.

## **Career Guidance Philosophy**

As the world is so competitive and rapidly moving on, it is a huge requirement to choose the best of the best career opportunities in the world. Our standard of the living and how successful is the life of ours will be totally depends on the career path that we choose. So it is a must to choose it very wisely. But without any guidance, this is not an easy task. So nowadays, receiving a proper career guidance and career counselling has taken a very important place in each and every undergraduates' life in the world. Hence, the career guidance unit is playing a major role in order to help us identify our true colors and reveal the best in us. And they show and make clear the path that we have to go through, which matches our skills and interests. On top of that, they help to lessen our stress and help to manage everything in a smooth way, as seeking a job and choosing a career from the thousands of career paths is definitely challenging. Therefore, I hope to get the most out of the career guidance unit and have a successful professional life in the future.

## Module 01: Self Evaluation

As the first module it is help identifying who am I. basically for that help the SWOT analysis.

What is the SWOT Analysis.?



This is the word which is most useful process for the people to achieve their goals. Not only that but also it has a hidden meaning.

- Strength
- Weakness
- Opportunities
- Threats

Considering the above four of these points can be divided in to two environments.

- Internal Environment

Strengths & Weakness

- External Environment

Opportunities & Threats

### I. What are the Strengths?

It can mean as the things that we have. It can be our skills, abilities etc.

## **II. What are the Weakness?**

The meaning of it is given not only the weak points but also the things we don't have in our lives. This is within our control. It means if we work hard then we can gather it as much possible.

## **III. What are the opportunities?**

It is coming from external environment which means that the factors that in your project can leverage to achieve the goals.

## **IV. What are the Treats?**

This can be means that the challengers or the obstacles which have to face during the projects that are coming from the external environment.

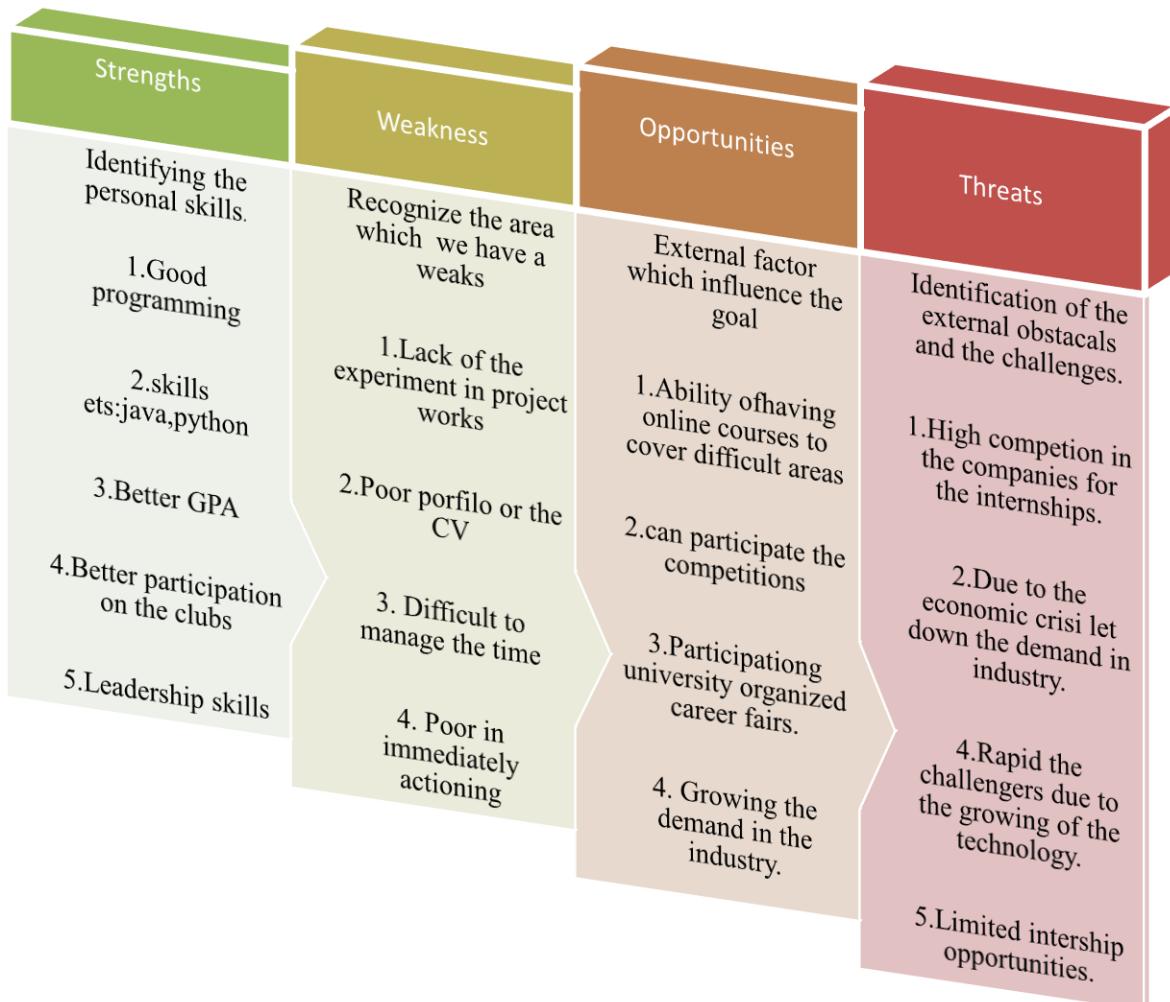
Now lets see how it importance .

Swot analysis help to identify the current situation of the business.

- Can identify the strengths and improve them. It may be help to reduce the weaknesses also.
- It is a good opportunity to identify the weaknesses and think about how to take point to turn up.
- It will be strength our mind and take out our mind from the stress.
- Aware about the opportunities before and how to apply to our process.
- If we have dismissed a one opportunity it would be have aware of another opportunity and we can take them to our process.
- It helps to get best opportunities and take off the opportunities that are not essential to process.
- Should know that how to dismiss the threats and find the solution for it.
- While designing a plan to spend money and time get a rough idea using this technique.
- Can take the decisions punctually.
- Design two or more future plans to our process and take the best one of them in that time.
- It will guide us to achieve our targets.

Considering those things are basically important for the business or the project. So as a student how it importance for their educational life.

EX: Secure an internship in a software development company



In this module there were having a lot of group works to do due to the online sessions. But during the lecture period we shared our points with the class. As well as end of this lesson we have to do the SWOT analysis assignment.

### **Goal Setting**

The process of identifying objectives that we aim to achieve, along with outlining actionable steps to accomplish them. So the goal act as a roadmap, helping us focus on what matters most and providing direction in life.

#### **Why do we have a goal?**

- It helps clarify what is most important in our lives.

- It benefits for the personal growth
- By setting a goal can be evaluated the progress
- By setting a goal it encourage us to work efficiently
- What is a smart goal

## **SMART Goal**

### **Specific:**

Goals must be clear and specific to guide our focus. They should answer the five “W” questions:

- *Who* is involved?
- *What* do I want to achieve?
- *Where* will it be accomplished?
- *When* will it be completed?
- *Why* is this goal important?

### **Measurable:**

A goal should include criteria that measure progress. Ask questions like:

- How much or how many?
- How will I know when the goal is achieved?

### **Achievable:**

Goals should be realistic and attainable. Reflect on:

- Do I have the resources and skills to achieve this?
- What can I do to bridge any gaps in knowledge or resources?

### **Realistic:**

Goals must align with our abilities and circumstances. Ask:

- Is the goal practical and meaningful?
- Can I commit the necessary time and effort?

### **Timely:**

A goal must have a defined timeline to create urgency. Consider:

- What is the deadline?
- When will I achieve this goal?

So the goals can be devided into two items.

**Short term goals:** goal can be achieved within a short period

**Long term goal:** this often takes much time

Short term Goal: Deliver a 10-minute presentation in front of peers in one week.

| Action  | Task  | Time period                |
|---|---|----------------------------|
| Research and outline the topic                  | gathering data and resources to support ideas.                          | 1 <sup>st</sup> day        |
| Prepare and write the speech                    | dividing it into a strong introduction, body, and conclusion.           | 2 <sup>nd</sup> day        |
| Rehearse daily                                  | focusing on voice clarity, time management, and eye contact.            | 2 <sup>nd</sup> day upward |
| Present in front of a small group for feedback, | make necessary adjustments, and deliver with confidence on the set date | 5 <sup>th</sup> day        |

Long term Goal : Secure a leadership position (e.g., Team Lead, Manager, or Director) in your organization or industry within 5 years.

| Action  | Task  | Time period |
|---|---|-------------|
| Understand the core requirements for leadership roles in your industry. | <ul style="list-style-type: none"> <li>❑ Meet with mentors or senior colleagues to learn about leadership paths.</li> <li>❑ Identify key technical and soft skills needed for the role.</li> <li>❑ Attend leadership workshops or online courses on communication, delegation, and decision-making.</li> </ul>  | Year 1      |
| Develop expertise in your field while building soft skills              | <ul style="list-style-type: none"> <li>❑ Take responsibility for challenging tasks to showcase your problem-solving skills.</li> <li>❑ Improve interpersonal skills by leading small group projects or meetings.</li> </ul>   | Year 2      |
| Achieve Leadership Role   | <ul style="list-style-type: none"> <li>❑ Update your professional resume and highlight achievements that align with leadership responsibilities.</li> <li>❑ Apply for relevant roles within or outside your organization.</li> <li>❑ Prepare for interviews focusing on leadership capabilities and past success stories.</li> <li>❑ Build strong professional networks to learn about and be considered for leadership openings</li> </ul> | Year 3      |

## Module 02: Managing Recourses

Considering the basic idea of the managing resources can be defined as the process which effectively and efficiently using the resources like money, time, personal to achieve the smart goals. In our lecture we had learned it by using the personal management skills. There was a group assignment to do it.

Considering the resource management it can be divided into many key types.



In this session we have to select the club in our faculty, and we have take a better conservation with the lectures who are in charge for that one. So, we have selected for referring about the student union of the faculty of engineering and there is a pleasure, and memorable conservation with Dr Nanditha using that information it pleasure to identify the structure of the student union of faculty of engineering.

In this module that I identified the identification and management of scarce resources within the university setting In this session, we learned about the role of the student union and how it helps students by managing limited resources. The student union represents the needs and concerns of

students. We discussed how the union deals with challenges like limited budgets or high demand for certain facilities. Some ways they manage this include:

- **Setting Priorities:** The union decides which issues are most important, like improving hostels or organizing events.
- **Speaking Up:** They talk to the university management to ask for more resources or better facilities for students.
- **Sharing Resources:** Making sure everyone gets fair access to the available resources.
- **Budgeting:** Planning how to spend the money they have carefully so that it helps as many students as possible.
- **Teamwork:** They partner with alumni or other organizations to get more resources or support for students.

This session showed us how much effort goes into making sure the university meets student needs while being fair and organized.

### **Leadership and Financial Management in the Student Union**

Leadership and financial management are very important skills for student union representatives. As leaders, they must inspire teamwork, solve problems, and organize successful events.

Financial management means creating a budget, keeping track of spending, and deciding how to use funds wisely. For example, instead of spending a lot on one event, the union might plan several smaller events to help more students.

This session showed how being part of the student union helps you develop skills like leadership, time management, and financial planning that will be useful in your future. It also inspired me to think about how I can contribute to the student community.

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2 Engineering faculty Student Union University of Ruhuna

3 Engineering faculty Student Union University of Ruhuna

4 Engineering faculty Student Union University of Ruhuna

5 Meetings and main events

6 Meetings and main events

# CCSSD Module\_2 Assignment -1

## Opportunities within and outside the University

### Group Avengers

#### Group number 1

EG/2021/4382 Abinuka R.P  
EG/2021/4386 Adhikari A.M.D.P  
EG/2021/4432 Bandara K.M.T.O.N  
EG/2021/4437 Bandara R.M.U.T

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4 Engineering faculty Student Union University of Ruhuna

5 Meetings and main events

6 Meetings and main events

# Engineering Faculty Student Union University of Ruhuna

## VISION

The future of Sustain SU is one where we are recognized on campus as the go-to hub for student-led sustainability initiatives. We strive to cultivate student leadership by providing tangible skill building-opportunities across campus. Our student leaders take an active role in strategic planning within the Students' Union, as well as within the University community

## MISSION

Our mission is to empower all students to make sustainable decisions and to adapt to the continuously changing education and global markets. We enable students to develop their skills as problem-solvers while growing also their skills beyond traditional education, thus equipping them to address the diverse challenges the world faces

Student Union of Faculty of Engineering, University of Ruhuna has been established for the benefit of the students of the faculty of engineering. It creates a better connection between the students of Faculty of Engineering and the academic staff, administration of the Faculty of Engineering and also the society.

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2 Engineering Faculty Student Union University of Ruhuna

3 Engineering Faculty Student Union University of Ruhuna

4 Engineering Faculty Student Union University of Ruhuna

5 Meetings and main events

6 Meetings and main events

# Engineering Faculty Student Union University of Ruhuna

The University Students Union of each Higher Educational Institution shall consist of all the members of each Faculty Students Union and such Union shall elect the following office-bearers:

- (a) President;
- (b) Vice-president;
- (c) Secretary;
- (d) Editor; and
- (e) Junior Treasurer.

Present senior Treasurer – Dr Terrans  
In the faculty of Engineering there is no physical office

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2 Engineering Faculty Student Union University of Ruhuna

3 Engineering Faculty Student Union University of Ruhuna

4 Engineering Faculty Student Union University of Ruhuna

5 Meetings and main events

6 Meetings and main events

# Engineering Faculty Student Union University of Ruhuna

There shall be a Senior Treasurer for the University Students Union who shall be a senior teacher nominated by the office-bearers of such Union.

- (a) An office-bearer of the University Students Union may hold office concurrently in a Faculty Students Union.
- (b) The office-bearers referred to in this Act shall cease to hold office at the end of an academic year.
- (c) Where an office in the University Students Union falls vacant, then such Union shall as soon as possible elect a suitable person to fill that vacancy. The person so elected shall hold office for the unexpired portion of the term of office of his predecessor.
- (d) Where an office in a Faculty Students Union falls vacant the students of that Faculty shall as soon as possible elect a suitable person to fill that vacancy. The person so elected shall hold office for the unexpired portion of the term of office of his predecessor.

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2 Engineering Faculty Student Union University of Kurunegala

3 Engineering Faculty Student Union University of Kurunegala

4 Engineering Faculty Student Union University of Kurunegala

5 Meetings and main events

6 Meetings and main events

Meetings and main events

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2 Engineering Faculty Student Union University of Kurunegala

3 Engineering Faculty Student Union University of Kurunegala

4 Engineering Faculty Student Union University of Kurunegala

5 Meetings and main events

6 Meetings and main events

Meetings and main events

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**Meetings and main events**

→ cultural events

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CCSSD Module\_2 - PowerPoint (Product Activation Failed)

**Meetings and main events**

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## **Module 03: Stress Management**

As a university student it is need to have the skill of stress management.

### **What is stress management?**

The process of being aware, using strategies, and putting in ongoing effort to stay mentally and physically healthy despite life's challenges.

This is very important for students and workers who face many pressures from school, jobs, personal relationships, or what society expects. If not handled properly, it could lead to burnout, lower productivity, and a general decline in health.

### **How to understand if there is a stress?**

Stress is the body's response to perceived threats or demands, triggering a series of physiological and psychological reactions . These responses help individuals perform under pressure but can also lead to negative outcomes when prolonged.

- **Positive Stress (Eustress):** Motivates and drives performance, such as preparing for exams or handling a new responsibility.
- **Negative Stress (Distress):** When challenges exceed coping abilities, it leads to anxiety, frustration, and overwhelm.

### **Types of the Stresses**

- Acute Stress : the short term stress comes from challenges are immediadely present
- Chronic Stress:These circumstomes are coming from the toxic work environments
- Traumatic Stress: Develops after witnessing or experiencing extreme events like accidents, violence, or natural disasters.

Stress has an impact on almost all facets of an individual's health, showing up as behavioral, emotional, mental, and physical symptoms. Long-term stress causes physiological alterations that can result in serious health problems. Stress frequently causes symptoms such as chronic headaches, a fast or erratic heartbeat, tense muscles, chest pain, exhaustion, and digestive disturbances on a \*\*physical level\*\*. Because stress can make it difficult to fall or remain asleep, which results in feelings of weariness, sleep problems are common.

From a mental and emotional perspective, stress can exacerbate irritation and anxiety. Many people have trouble focusing or staying focused, which can impair their ability to be productive and make wise decisions. As coping skills deteriorate over time, prolonged stress can cause emotional weariness and, in extreme situations, depression. Additionally, stress causes behavioral shifts that may have a detrimental effect on lifestyle decisions.

## To managing the stress management

The effective management of stress requires a combination of physical, mental, and emotional approaches, which have to be tailored according to individual needs. Following are some of the practical ways to deal with and reduce stress.

### 1. Physical Strategies

- Regular exercise increases endorphins, which are natural stress fighters. Yoga, jogging, and swimming are especially good.
- Adequate sleep is crucial for emotional stability and cognitive functioning.
- Wholesome nutrition, replete with nutrients, will help maintain energy levels. Relaxation Techniques: deep breathing exercises, progressive muscle relaxation, or simply taking a warm bath

### 2. Mental Strategies:

Journaling: Writing down thoughts is helpful in processing emotions and identifying stressors.

Perspective Shift: Focusing on gratitude or considering challenges as opportunities for growth. Cognitive-Behavioral Therapy (CBT): Identifying and replacing negative thinking patterns

### 3. Social Strategies

Building and leaning on a strong support network of friends, family, or mentors.

Participating in group activities or hobbies

### 4. Leisure and Creative Activities

Listening to calm or upbeat music.

Practice hobbies such as painting, crafting, gardening, or reading.

Spending time in nature, such as walking in the park or hiking

Following this module I learned about

What is Stress

Types of Stress

• Types of Stressors

• Positive and Negative Stress

• Stress Coping Strategies

So concluding the stress management ,stress management is not only about addressing stress once it arises but also about adopting preventive measures that promote long-term resilience and well-being. Preventive strategies include effective time management, maintaining a healthy routine, setting boundaries, and practicing regular self-care which can reduce stress. Preventing stress through organization, balanced lifestyles, and mindfulness creates a strong foundation for handling life's challenges .

So concluding the benefits from that:

better physical health, reduced risk of chronic conditions, and improved mental clarity. It also helps in maintaining emotional stability, which includes patience, resilience, and

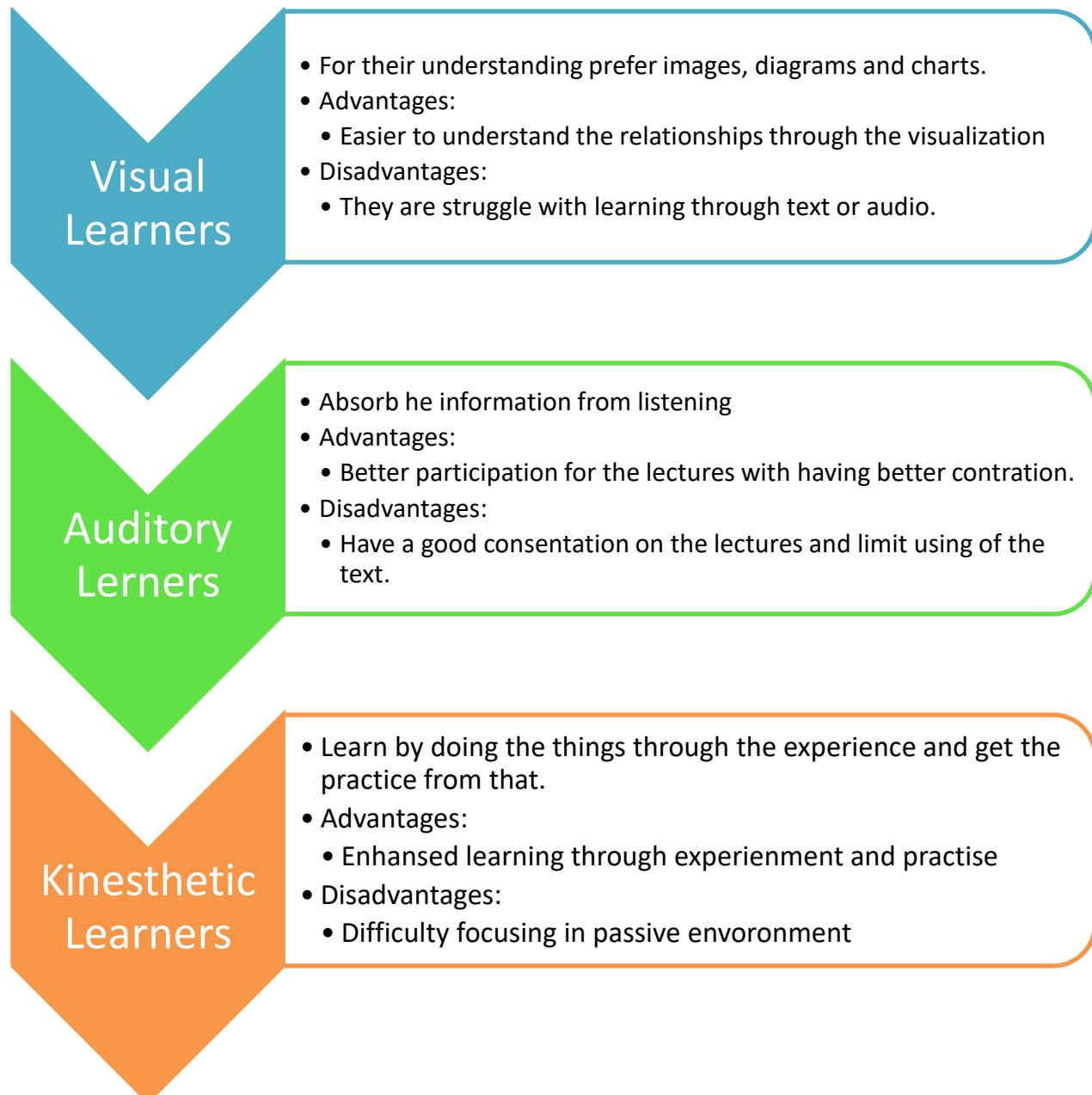
adaptability under pressure. The integration of preventive measures into active coping strategies will create a more balanced and fulfilling life, wherein one is better prepared to meet future challenges.

## **Module 04: Effective Study Skill and Goal-Directed Learning**

Effective study habits and goal-oriented learning are important for any student to be successful at academics and personal growth. So considering these skills these are helpful for ourlives as to learn efficiently, increase the knowledge and they can be apply to the real life situations. So in this module we learned about effective studying techniques.

### **Learning Styles and Preferences.**

Considering techniques of the learning we should have to understand how we are following. So there are three types of learners.

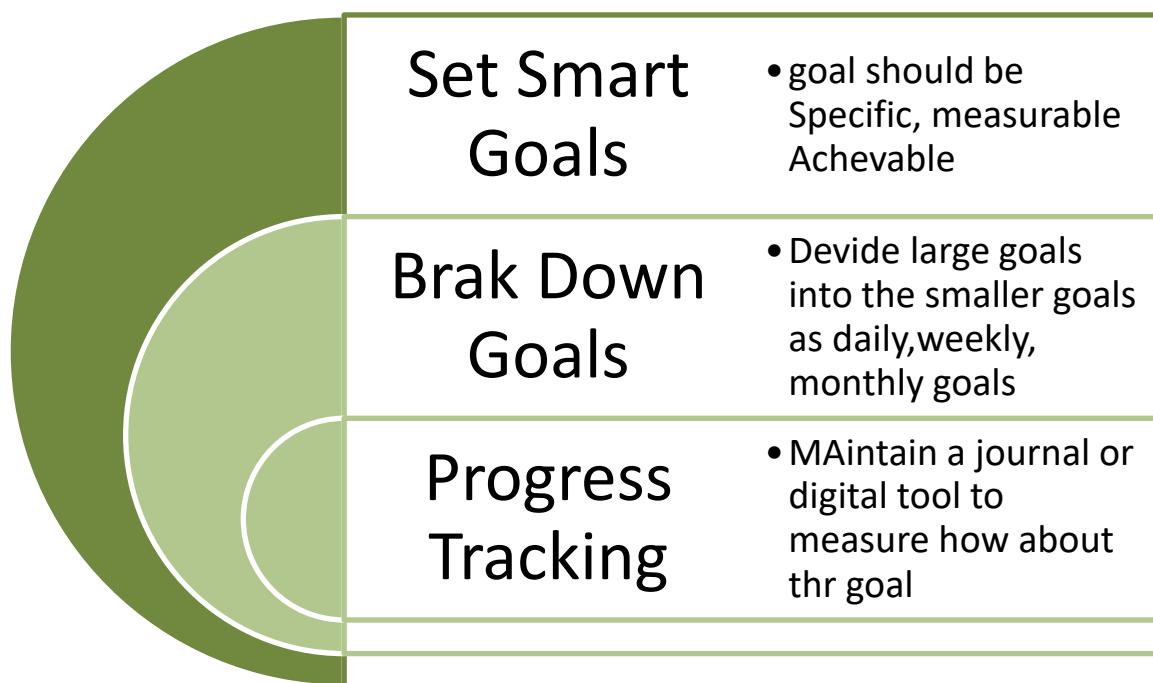


## Techniques and tools for effective learning

### Study skills



## Goal directing Learning



Considering the studying types of them can be devided into methods.

- Cooperative learning: This promotes the group working, team works, communication  
Ex: Grup projects, knowledge sharing
- Ecperimental Leaning: This promotes the self driven learning through their experiences.

So in this chapter as I concluding this I have identified as I am an auditble learner, so I can focusmore on the lectres, and have use more vedios from youtube etc. As well as I have learn about how to get a improved note taking. In this module I have learned to use that notes using mind mapping techniques. So that I can create concise, structured notes that are easier to review before exams. As well as it was a better experience to learn about the time planning too and allowed me to balance assignments, projects, and personal life. Not only that but also it is a best practice to have goal setting and motivation. So this helps me to hold a SMART goal . ot only that but also I understood that I was a self learner but the importance of the group learning which help to knowledge sharing for a wide area. So that it can be told this chapter is game- changer for me by giving the practice skills to oraganize my studies.

## Module 05: Decision Making and Problem-Solving Skills

**What is decision making?**

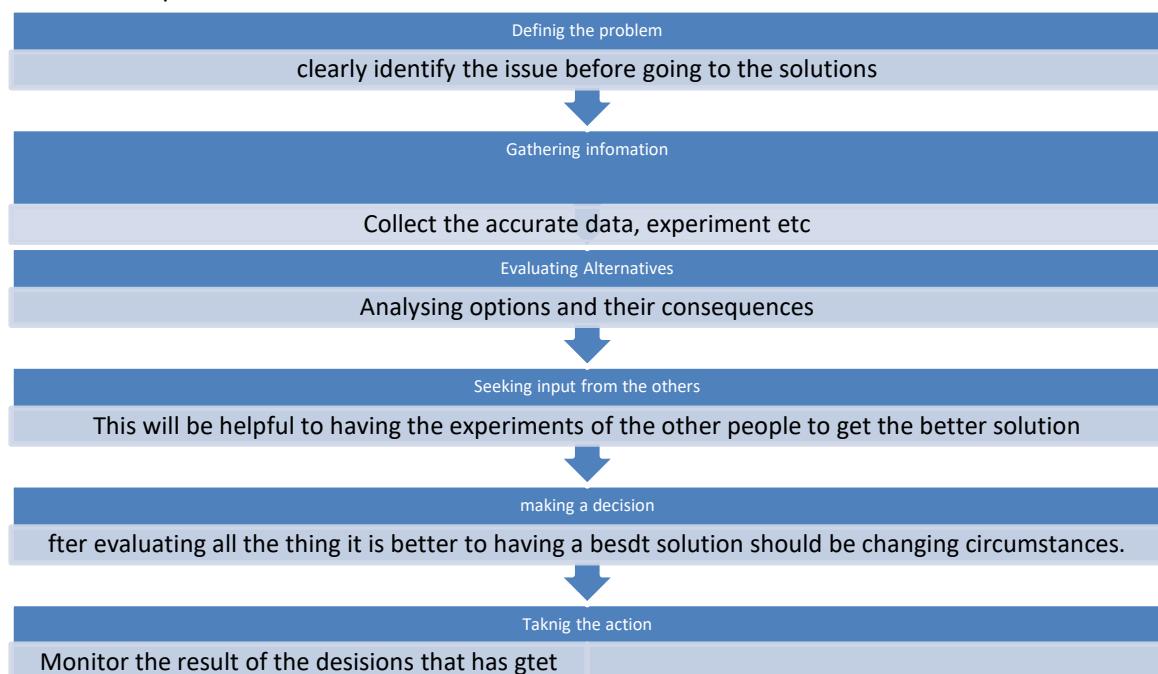
This is the process of selecting the best solution from a set of alternatives by considering the pros, cons and potential outcomes.

### **What is Problem solving?**

- This refers to identifying, analyzing, and resolving issues effectively and efficiently.so it involves creativity, logical thinking, and adaptability to find the most appropriate solution for a given situation.

### **Steps for Effective Decision-Making:**

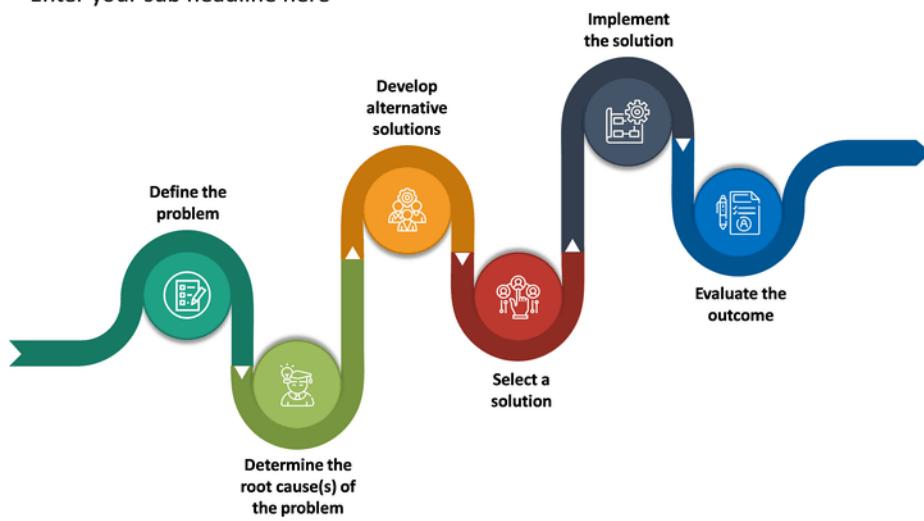
There is an approach for this.



There are seven steps for the design making.

## SIX STEP PROBLEM SOLVING MODEL

Enter your sub headline here



Considering the systematic process of the problem solving:

- Define the Problem: Clearly understand the core issue and its implications.
- Analyze: Investigate root causes using data and resources available.
- Identify Solutions: Generate a range of possible solutions.
- Choose the Best Solution: Evaluate alternatives against feasibility, cost, and impact.
- Plan and Implement: Develop detailed steps to carry out the selected solution.
- Evaluate: Review Outcomes, Refine the Process, and Draw Lessons for the Future

Decision-making is an essential skill in both personal and professional contexts, and this module provided a comprehensive understanding of its various aspects. Depending on the situation and resources available, individuals or groups can choose from multiple decision-making methods. Each method has its unique strengths and weaknesses, making it important to select an approach that aligns with the specific requirements of the decision.

This model also emphasizes the importance of problem-solving skills because they are closely related to decision-making.

Problem solving is essential for professionals such as engineers, who often face complex challenges. Developing strong problem-solving skills requires improving the following core skills:

- Creativity: The ability to think outside the box and come up with new solutions.
- Critical Thinking: Analyzing information logically and making sound decisions.
- Decision-Making Skills: Choosing the best possible course of action after considering alternative options.
- Communication: Communicate effectively to promote teamwork and collaboration within a team.
- Climate Change Adaptation: Adapt to climate change and find solutions in times of uncertainty.
- Analytical Skills: Break complex problems down into manageable parts to better understand them.

As well as in this module we learnt about the Critical thinking. Critical thinking is the process of analyzing, evaluating, and interpreting information in order to enable a person to approach problems and make clear and informed decisions. To develop this skill, a person must:

- Open-mindedness
- Awareness of assumptions : Reflecting on your own ideas and adjusting them to make your decisions more accurate.
- Balanced Evaluation: Analyzing evidence and arguments.
- Analytical skills: Breaking down information into smaller pieces to make it easier to understand.

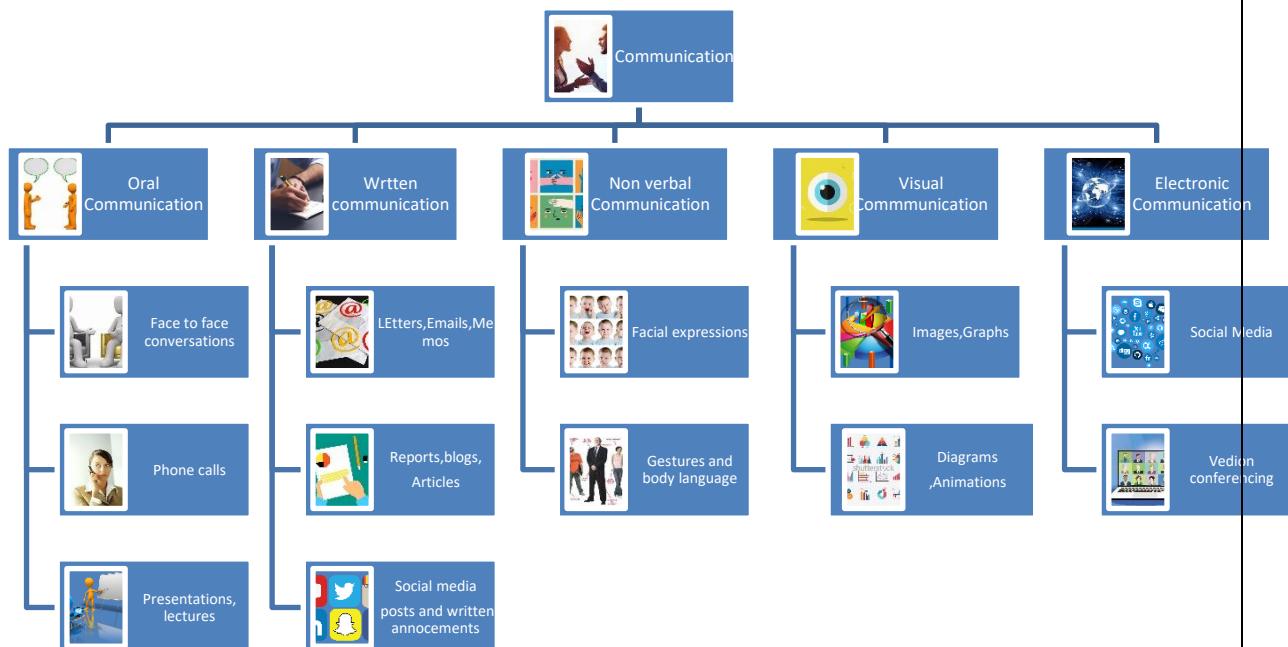
Critical thinking allows people to perform complex tasks. It involves interpreting evidence, assessing validity, and considering possible outcomes.

## Module 06 : Communication Skills

Communication skills are one of the most essential soft skills that every undergraduate must develop to succeed both in personal and professional environments. It gives a chance to share the idea of the individuals with others by sharing messages and connect effectively with others. Proper communication skills empower people to handle tasks, collaborate in teams, solve conflicts, and engage positively across various settings. In our class example is proven that. There was a task that had to pass the message through a queue of the students. Unfortunately the message from the beginning was definitely changed at the end of the queue. So that the conclusion from that was without these skills, it becomes difficult to adapt in different places such as the university, day to day interactions and the work places.

Considering this then see what is the definition of the communication skills?

The abilities and techniques used to give and receive different types of information. So these include the verbal and non verbal ways of conveying the messages.



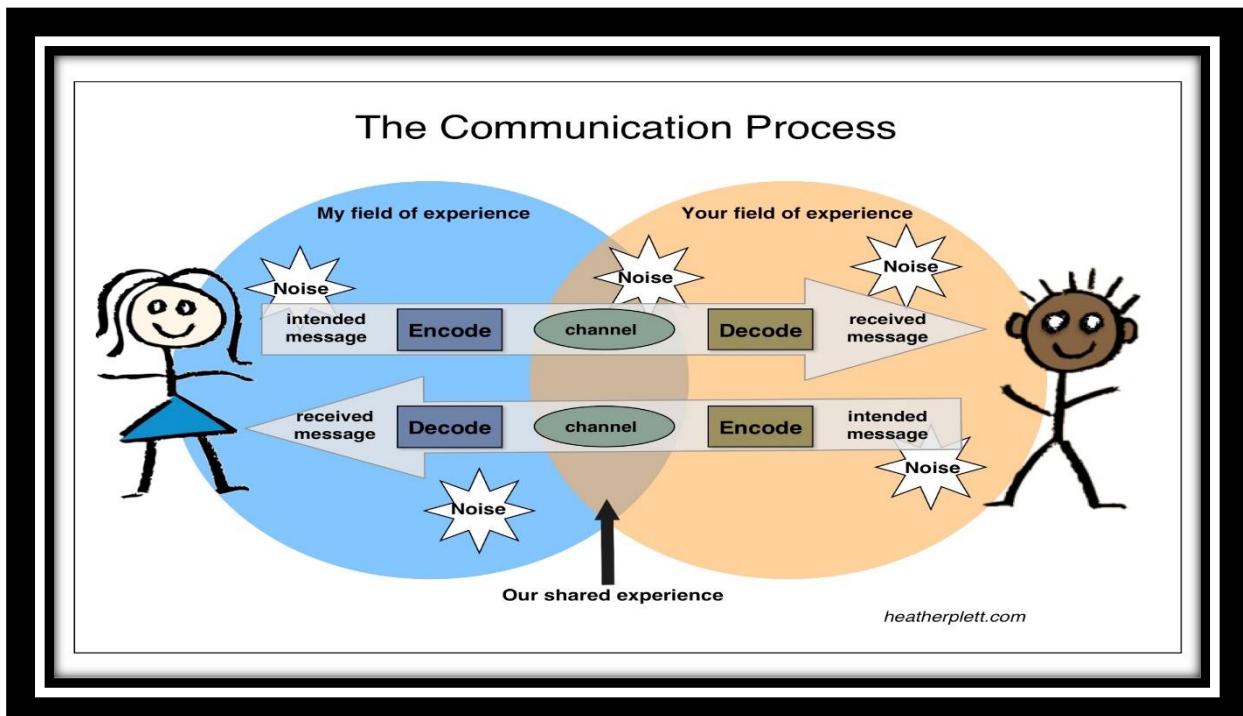
## Objectives of communication

- Inform
- Educate
- Train
- Motivate
- Integrate
- Relate
- Promote
- Entertain
- Facilitate decision-making



Communication is such kind of a process.

Basically that process might be:



1. Sender: who involve with communication first
2. Encoding: Transmitting ideas
3. Message: The information
4. Channel: The medium used to transmit the idea
5. Decoding: The receiver interpreting the message
6. Noise: Any interference during the communicating
7. Feedback: any receiver's response

If we consider about the communicating the noise take a higher destination of it. Because if there is any noises during the communicating it totally can convert message in to backward direction. So these barriers basically can be divided into pieces.

- Physical barriers:

These are coming from the poor environment such as external noises or the distance.

- Cultural Barriers:

These are coming from the group of communicators are coming from different cultures. Unless using of the common language it is difficult to deliver a better communication with them.

- Attitudinal Barriers:

These begin with the communicator has the negative attitudes ,biases . it is including the interpersonal attitudes also.

Considering such kind of the barriers can be overcome from enhancing the clarity and organization of the messages. It might be useful if there were people in a group with the negative attitudes. As well as it is useful when adapt the communication to the cultural that's mean it is better to deliver a better information to the group by using the common language or use of the translator and also the better using of the facial expressions and the body gestures. As well as considering the environment around here will become a peaceful and calm it's better to have efficient communication .

### **Importance of the communication skills**

If there is a better communication skills it improves the interpersonal skills by help to build the relationships with friends,family not only that but also by being a good listener it reduces the misunderstanding and the conflicts also. Not only that but also having good communication skills it enhances the problem solving and decision making . so having effective communication it allows to share the ideas and gather the data from others to solve the problems. Not only that but also by explaining the issue clearly it is easier to find the solutions quickly. So that this skill helps to get effective decisions as well informed for both personal and formal problems. not only that this skill is an advantage of facing the interviews or presenting the presentations or during the speeches.it will build up confidence in front of the audience.During the speeches it is practices to deliver clearly and make a strong impression using body language and the different tones. As well as this skill effectively works with the engaging with groups. So it works successfully with collaborating with a team. Not only that but also communication skill is a key of building the harmony in groups and enhance the team work effectively.

So there is a group work during the class through the zoom with a guest lecturer. In here first we wanted to introduce our friends and there is a story was told by lecturer and then we wanted to summarize it without changing the meaning of the story. So it was a challenge that we had to face from that there were lots of things to learn during communicating with the others as clarity of the speech, be a better listener, use the simple form of the language.

## Add the letter and emails

Bandara KMTON,  
Undergraduate,  
Department of Electrical and Information Engineering,  
Faculty of Engineering,  
University of Ruhuna,  
Galle.  
24/10/2024

Through:  
Dr. KMSY Konara,  
Academic Advisor,  
Department of Electrical and Information Engineering,  
Faculty of Engineering,  
University of Ruhuna.

To:  
Dr. KMSY Konara,  
Module Coordinator,  
Department of Electrical and Information Engineering,  
Faculty of Engineering,  
University of Ruhuna.

Dear Sir,

To get an excuse for absence to the Lecture

I am Bandara(EG /2021/4432) from 23rd batch. I am writing to inform you officially about my absence from the lecture under the module Control System Design(EE5351) on 22th and 23rd October 2024. I was suffering from Red eye Disease, that medical was attached with the letter. Unfortunately, I was unable to attend whole the lecture conducted during that day. I kindly request you to accept this documentation as justification for my absences. I will ensure to catch up on any missed material and complete any assigned tasks promptly to mitigate any academic disruptions caused by my absence.

Thank you for your understanding and assistance in this matter.

Thank you.

Yours sincerely,  
Bandara KMTON,  
(EG/2021/4432)

The screenshot shows an email exchange. The subject of the email is "AI Plagiarism Detector Tool under EE5454 software Project Module". The message body discusses the development of a web application for plagiarism detection with advanced features like AI-powered detection, document similarity analysis, and machine learning. It concludes with a request for approval to proceed, mentioning the project's benefit to students and faculty. The email is signed off with "Best regards, Bandara KMTON (EG/2021/4432) -970 63 5880 Department of Computer Engineering, Faculty of Engineering, University of Ruhuna". A signature block for Dr. KMSY Konara is also present.

## **Module 07: Interpersonal skills**

Inter personal skills can be defined as the the abilities that allow us to interact effectively with others, enabling better communication, collaboration, and mutual understanding. Actually having thos kind of skills are play a role in success whether it form connections in personal relationships or in the professional life also. Concluding this module gave me practical experiences across the essential area that enhance how we connect with the people around us.

Considering this core elements of the interpersonal skils can be defined as the how we communicate . so here ther are man two types of the communication patterns they are verbal or non verbal. As well as a person it better to having active listening too.

Basically in this module I identified the value chain.value chain is a system where various individuals or process contribute to achhievig goals collectively.

|            | Important   | Not Important   |
|------------|---|---|
| Urgent     | I identfy the importan nd urgent works that I have to do.<br>Ex: I will do my assignments | These are urgent but not important<br>Ex: Chatting with freinds |
| Not urgent | Do passpapers before exams  | Playing games during exam                                       |

Understanding the value chain helped me realize how each individual or process contributes towards achieving a common goal. By identifying roles, priorities, and expectations, I learned how to interact with people effectively while remaining focused on outcomes. Building relationships is equally essential, requiring trust, good communication, and mutual respect. I practiced this by being an active listener, offering support, and treating others with dignity, which proved beneficial during group activities where encouraging teammates to share their opinions strengthened collaboration. I also explored the importance of diversity and pluralism—acknowledging differences in culture, background, and experiences while fostering inclusive environments where everyone feels valued without discrimination. This group discussions, leading to better problem-solving. Additionally, understanding the significance of a sense of belonging and social cohesion highlighted how creating an inclusive environment made our team feel united, enabling us to work efficiently during group projects. Practicing integrity and integration taught me to be honest, transparent, and consistent in my actions, helping to build trust and harmony in relationships. Activities like Forum Theatre

provided a unique way to think critically, empathize, and resolve conflicts constructively, building my confidence in handling disagreements. Lastly, learning about networking and social media use taught me how to initiate professional connections and use platforms like LinkedIn responsibly to expand opportunities. These experiences gave me practical insights into building relationships and leveraging digital tools for personal and professional growth.

#### Advantages of interpersonal skills

- Best practise on listening
- Speak clearly
- Use the body languages when presenting
- Practise empathy
- Resolve conflicts
- Team working

#### Examples for the interpersonal skill in action

- Team project
- Group Discussion
- Social media Engagement

## **Project : one day Teaching Camp for Grade 10/11 Students at Kaledara Central College**

As part of our social work initiative, we organized a one-day teaching camp for the students of Kaledara Central College, focusing on Grade 10 and 11 learners. This was a meaningful experience where we had the chance to give back to the community by sharing knowledge and inspiring young minds.

### **Objective of the Camp**

The main goal of the camp was to assist students in preparing for their upcoming exams by improving their understanding of core subjects. We aimed to make learning enjoyable and interactive while motivating them to aim higher in their academic journey.

### **Planning and Preparation**

- Identified key topics in subjects like mathematics
- Designed interactive teaching materials such as presentations, worksheets, and quizzes

### **Activities During the Camp**

- On the day of the camp, we followed a well-structured plan:

#### **Warm-Up and Introduction:**

- We started the day by introducing ourselves and creating a friendly and engaging atmosphere, which helped the students feel comfortable.

#### **Subject-Specific Teaching:**

- Each group handled different subjects using creative teaching techniques, such as storytelling, problem-solving activities, and interactive discussions.
- **Motivational Session:** In between lessons, we shared our personal academic experiences and gave them tips for managing time, staying focused, and setting goals for the future.
- **Interactive Q&A and Quiz Session:** We encouraged students to ask questions and participate in quizzes, rewarding them with small gifts for active participation.
- **Practical Skills:** Beyond academic lessons, we also touched on skills like teamwork, communication, and self-discipline to help with their overall development.

#### **Challenges Faced**

We encountered some challenges during the camp, such as:

- The need to simplify complex concepts to ensure everyone understood.
  - Managing a large group of students with different learning paces.
- These challenges taught us how to adapt quickly and be more effective communicators.

## **Impact and Takeaways**

Teachers from the school also appreciated our efforts, acknowledging how much the students benefited from the sessions.

This experience taught us the value of teamwork, communication, and the joy of making a difference in someone else's life. It also reminded us that even a small effort can have a big impact on a community.

The teaching camp strengthened our resolve to continue contributing to society and left us with unforgettable memories of the smiles and excitement of the students we worked with.







## Module 08: Leadership skills

Leadership skills are essential in guiding individuals and groups toward achieving shared goals and sustaining collective progress. These skills include all those qualities, habits, and behaviors important in influencing, motivating, and assisting others. Leadership is more than authority; it is about vision, empathy, communication, adaptability, and responsibility. The story of every successful organization, community, or individual's development is founded on strong leadership. They create trust, teamwork, and clear goals—qualities needed in any job or position.

A good leader does not merely support their team; they themselves keep learning and growing, which leads to a wave of positive change.



The key traits in a strong leader make them trustworthy and motivated to work towards achieving goals and gaining success. Good leadership demands integrity. Honest and strict adherence to ethical principles earns one respect from his colleagues. It is adaptability that would help leaders tackle changed, unforeseen situations with resilience and find creative solutions to keep moving on the path of success, even through trying times. Empathy is a very important attribute, as it enables leaders to understand the feelings, needs, and viewpoints of their followers. It creates a workplace that is welcoming and supportive for all. Another big attribute is confidence, as a positive and assertive attitude leads people and inspires them to work together in harmony to achieve common goals with great determination. Lastly, being responsible is one of the most important qualities in a good leader; it refers to a person who accepts their decisions and actions, whether they succeed or need to be better. Showing these qualities will make the team work better and start building a strong base for long-term success.

## **Leadership and Teamwork**

Leadership and teamwork work together; a good leader encourages teamwork and creates a strong base for working together. Successful leaders know what their team members are good at, where they struggle, and what they want to achieve. They help their team by giving clear goals, offering support, and creating a space that promotes open talks. Because of this, teams can work towards the same goal, making it easier to solve problems, make smart decisions, and reach their goals.

Leadership in a team , Trust is building relationships that are reliable and predictable. if there is a good leadership there it can be seen a better conflict management .

## **Boss vs Leader**

A boss mainly deals with ordering and producing results via power and obedience.  
Leader works hard to inspire and involve teammembers in achieving common goals by showing respect.

| Qualities of a Boss            | Qualities of a leader               |
|--------------------------------|-------------------------------------|
| Focuses on work and outcomes.  | Focuses on people and collaboration |
| Looks at people and team work. | Guides and mentors                  |
| Works with power.              | Prioritizes team and shared growth  |
| Prioritizes personal gain      |                                     |

## **7 habits of**

This important framework, by Stephen Covey, represents key ideas needed for personal and leadership development:

- Be Proactive: Take initiative in your actions and behavior as opposed to reacting to a situation.
- Begin with the End in Mind: Set goals and work with purpose to get there.
- Think Win-Win: Look for mutual benefits in all interactions.
- Seek First to Understand, Then to be Understood: Listen actively and empathize before responding with ideas
- Team up: Tap the power of a team for amazing results.
- Sharpen the Saw: Take care of physical, mental, emotional, and spiritual renewal.

Under this module, we had the opportunity to attend a two-day leadership camp organized by **Sri Lanka Unites**, which aimed at enhancing not just leadership skills but also other critical life skills. This camp was filled with interactive games, thought-provoking activities, and inspiring sessions that made learning enjoyable and engaging.

### **Team Games and Learning Outcomes**

Throughout the camp, we participated in a variety of group games designed to instill essential leadership qualities and other skills:

- **Knot Game:** In this activity, we worked together to untangle a knot we had created as a group. It emphasized the importance of active listening, patience, and teamwork to solve problems effectively.
- **Ring Passing with Straws:** This game, where we had to pass a ring using only straws, taught us patience and the value of encouragement from teammates. The cheer and support from the group boosted morale and strengthened our determination.
- **Passing a Ball with Cloth:** This enjoyable activity required passing a ball using a cloth in coordination with teammates. It highlighted the significance of clear communication, quick decision-making, and working collaboratively to achieve a shared goal.
- **Trust Fall:** In this task, we took turns falling backward, trusting our teammates to catch us. It was a powerful exercise in building trust, confidence, and reliance on others.
- **Bottle Retrieval Game:** This game required creativity and teamwork to retrieve a bottle placed in the center of two groups without crossing the boundary. It showcased the importance of collaboration, strategizing, and trusting each team member's abilities.

Each game not only improved our problem-solving and decision-making abilities but also reinforced the importance of trust, respect, and adaptability within a team.

**Campfire Session:** Despite the rain, the campfire session became one of the most memorable parts of the camp. Though we couldn't have a traditional fire, we still made the most of the night with music, singing, and dancing. This lively and fun-filled activity gave us the chance to unwind, bond with one another, and reflect on the lessons we had learned. The informal setting allowed for deeper connections within the group, creating an atmosphere of warmth and camaraderie.

**Boss and Leader Activity:** Another insightful activity we did involved drawing the differences between a boss and a leader. This exercise helped to clarify leadership dynamics, demonstrating how true leadership goes beyond authority, focusing on respect, guidance, and mutual understanding within a team.

Overall, the sessions and activities were well-balanced, combining physical challenges, intellectual engagement, and fun moments. They provided us with the tools and insights to develop both as individuals and as leaders, making the camp experience deeply impactful and enjoyable.

## Personal Growth and Skills Development

Being part of this camp, I not only developed leadership skills but also:

- Improved my **communication skills** by actively sharing ideas and listening to others.
- Enhanced my ability to work in a **team environment**, respecting diverse viewpoints and fostering unity.
- Gained insights into **decision-making** and **critical thinking** through challenges that required quick yet effective solutions.
- Learned the importance of **trust and patience**, especially as a leader.

This leadership camp was an inspiring and transformative experience. It equipped me with skills that I can apply in academics, professional life, and beyond. The lessons of trust, teamwork, and perseverance will stay with me and serve as guiding principles for future challenges.



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## **Module 09 : Job Search Strategy**

The Job Searching Strategy module provides overall guidance on how to engage the job market with focus and strategy for long-term career success. It aims to equip one with practical skills, tools, and confidence to find meaningful employment. This module explores key elements that maximize employability and offers actionable insights into the competitive job landscape.

### Crafting a Professional Identity: Lessons in Job Search and Grooming

Embarking on a job search demands more than merely submitting resumes; it requires a strategic, methodical approach to secure the right opportunities while distinguishing oneself in a competitive landscape. This transformative module equipped me with indispensable skills, including mastering job search strategies and honing personal grooming practices, to navigate the professional world effectively.

#### 1. Crafting a CV: Your Gateway to Opportunities

The module underscored the significance of designing a compelling, well-organized CV that not only captures achievements, skills, and qualifications but also aligns with evolving market demands.

Insightful guest lectures and industry sessions provided guidance on tailoring CVs to align with current employment trends, ensuring they reflect relevant accomplishments to attract employers' attention.

#### 2. Art of the Cover Letter

Writing a persuasive cover letter emerged as a critical skill, complementing the CV by highlighting distinctive strengths and unique qualities.

These tailored letters effectively addressed job-specific requirements while showcasing genuine enthusiasm and alignment with organizational values.

#### 3. Gaining Industry Perspective

Interactive sessions, including an illuminating lecture by Dialog Company on January 11th, 2023, unveiled industry expectations, emerging career trends, and professional responsibilities.

These insights encouraged introspection, helping me pinpoint areas for growth and fostering a commitment to continuous personal and professional development.

#### 4. Personal Grooming: The Power of Presence

This module emphasized the critical role of personal grooming in making a positive impression during interviews and professional engagements.

#### Key Lessons Learned:

The importance of dressing with purpose, ensuring hygiene, and selecting outfits that exude confidence and professionalism.

Understanding how to leverage appropriate colors and styles to convey the right message in professional settings.

## 5. Building a Professional Digital Presence

Developing and maintaining a professional LinkedIn profile was highlighted as an essential tool for showcasing expertise and connecting with industry professionals.

A polished LinkedIn profile enhances online visibility, strengthens professional networks, and unlocks diverse career opportunities.

This module has been instrumental in shaping my professional journey by enabling me to:

- Craft a tailored CV and cover letter that resonate with potential employers.
- Build confidence in presenting myself through refined personal grooming practices.
- Harness LinkedIn as a dynamic platform for professional networking and visibility.
- Reflect on my strengths and identify areas of growth to excel in interviews and future endeavors.

The comprehensive lessons in job search strategies and grooming have laid a solid foundation for my professional aspirations. They have instilled in me a sense of purpose and motivation to continuously improve, adapt, and excel as I step into the competitive job market.

## **Conclusion**

The CCSSD course has played a pivotal role in shaping my career trajectory and guiding me toward achieving my dreams in marine engineering. Throughout the course, I have learned essential skills and strategies that have significantly contributed to my personal and professional development.

The first module taught me to set and pursue meaningful goals using tools like SWOT analysis and SMART goals, providing a clear structure to achieve success. In the second module, I developed strong communication skills, particularly in crafting formal emails and business letters, which have become crucial in maintaining professionalism in my work.

Stress management, a key component of the third module, has helped me stay focused and calm in high-pressure situations, whether during exams or complex projects. By understanding my learning style through the fourth and fifth modules, I refined my study techniques and improved my ability to grasp critical concepts. The emphasis on decision-making and problem-solving in these modules also prepared me for the fast-paced, high-stakes decision-making required in marine engineering.

In the sixth module, I gained insights into effective communication strategies and overcame barriers, essential for presenting engineering projects confidently and with clarity. The social service project in the seventh module further strengthened my sense of social responsibility and my desire to contribute meaningfully to society.

The leadership skills module has given me a deeper understanding of various leadership styles, helping me develop the ability to guide and inspire others. My role as a mentor at the 2022 leadership training camp provided invaluable hands-on experience in this area.

Finally, the course's focus on building a professional CV has been instrumental in helping me create a compelling resume that aligns with my career goals. I am immensely grateful to Professor T.S.L.W. Gunawardana, Dr. N.W. Prins, Mrs. Vindya Welihena, and all the individuals who contributed to this transformative experience. The skills and knowledge I have gained have equipped me with the tools necessary to face challenges with confidence and move forward with my career aspirations in marine engineering.