

PORFOLIO OF CERTIFICATE COURSE OF SOFT SKILLS DEVELOPMENT [CCSSD]



BY
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of the University of Ruhuna

In Fulfilment of the Requirements for the Certificate Course of the Soft Skills Development.

Career Guidance Unit-University of Ruhuna

Acknowledgment

First and foremost, I would like to extend my heartfelt 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.

I am also profoundly thankful to Dr. Prabath Weerasinghe, the current Career Advisor, and Dr. T.M. Rengarasu, the former Academic Advisor, for their constant support and encouragement. Their guidance has led me to this amazing opportunity to enhance and practice my skills.

This has been an experience wherein I have learned, explored new horizons, and gained much deeper insights into myself—contributing significantly to my personal as well as professional development.

Declaration

I, Weerahannadige Sanjana Imesh Fernando, hereby declare that the portfolio presented herewith is a true and accurate representation of my work, skills, and achievements. This portfolio has been compiled to showcase my professional abilities, creative endeavors, and academic accomplishments.

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

Signature of the student:

Name of the student: W.S.I.Fernando

Registration number of the student: EG/2021/4514

Date: /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

Career Counsellor

Mrs. Vindya Welihena

Career Guidance Unit

University of Ruhuna

Director,

Career Guidance Unit

University of Ruhuna

Contents

About me

I am a motivated third-year undergraduate student in the Faculty of Engineering at the University of Ruhuna, currently pursuing a specialization in Computer Engineering. My academic journey is driven by a deep passion for innovation and problem-solving in technology, combined with a commitment to academic excellence and professional growth.

Beyond my studies, I am actively engaged in extracurricular activities that enhance my skills and broaden my horizons. I have been privileged to participate in prestigious competitions like Eminence and IEEEExtreme, contributing as a member of the organizing team. These experiences have allowed me to develop leadership, teamwork, and organizational skills while connecting with like-minded peers and industry professionals.

As an enthusiastic learner, I am always seeking opportunities to challenge myself, explore new technologies, and contribute to meaningful projects. My dedication to growth and excellence ensures that I am well-prepared to take on both academic and professional challenges.

Executive Summary

The skill development program has been a truly transformational experience boosting my personal and career growth. The program consisted of eight key modules, including Self-Evaluation, Managing Resources, Stress Management, Effective Study Skills and Goal-Directed Learning, Decision-Making and Problem-Solving Skills, Communication Skills, Interpersonal Skills, and Leadership Skills and provided a step by step guide on how to improve one's self.

Before beginning this course, I had pinpointed a number of aspects that I felt I needed to develop, particularly in the areas of Public Speaking, Stress Management and Leadership Skills. These were areas I would often avoid joining in because I perceived myself as not confident and lacking skills in those areas. However, through the very focused learning and instruction that I have received as part of the program, I have come to learn and master a great deal that has enabled me overcome those challenges.

Through the Stress Management module I learnt how to use effective means through which one remains and operates effectively in a highly strained environment. This has helped me in my studies and handling various aspects outside the classroom. Likewise, the Leadership Skills module enabled me to lead and motivate other people to work with them towards achieving goals and objectives. All these lessons have made it possible for me to take up leadership positions at the university,

Carrier Guidance Philosophy

The present world through advancement requires competitive skills alongside proper guidance for choosing the right career and career development opportunities. This has prompted the increase use of career development assists even for undergraduates whose purposes remain unfulfilled for next level. However, career guidance has for long been replacing work from its position of being active and traditional. The idea stemmed up through the 1900s after the working environment started evolving after the industrial revolution. Primarily considered prospects of employment within a company, this sphere has gradually expanded to cover the requirements of certain trades and goods as well as industry assessment and advertising.

Over time, the understanding of career guidance and its boundaries crossed the borders of perspective and aimed at viewing one's entire life and not simply work through career choices. There is also a great need to having a career plan which combines skills, values, interests and purpose into one that can take an individual greatly at work. The modern career guidance is a means and not the end. It fosters understanding, inspiration and self-determination, enables to preserve an optimistic attitude, instills confidence in the ability to learn and willing to learn throughout life. Knowing that there are so many options available makes it easier for a person to decide which one will be the best option for them and reduces mental and emotional strain.

Module 01 Self Evaluation

This module has increased my self-awareness, and I appreciate myself more than I did before. It helped me to discover skills, interests, and strengths that are necessary for personal and professional development. In addition, it offered pertinent information in many important areas, for example:

- SWOT Analysis
- MBTI
- Johari Window
- Personality Traits
- Personality Development
- Personal Branding
- Career Plan

SWOT analysis

Making the most of our abilities increases our chances of success in life. In a similar vein, we will experience fewer issues if we are aware of our shortcomings and take steps to mitigate them so they do not affect your performance.

Therefore, how do we go about determining these advantages and disadvantages and assessing the opportunities and risks that result from them? One helpful method that aids in this process is SWOT analysis.



Figure 1:SWOT analysis

Strengths

Make a list of all your own strengths to start your self-evaluation. This is an important phase because it helps you feel more confident and good about yourself, which sets a positive tone for the rest of the procedure

To find your strengths, think about the following questions:

- Which abilities or skills do I naturally possess?
- What special qualities set me apart from other people?
- What would my mentors, classmates, or bosses say about my strengths?
- Which of my achievements—such as my training, credentials, or experiences—best demonstrate my abilities?
- Which possibilities, networks, or resources help me achieve my objectives?

Include a variety of qualities, such as innate abilities, professional background, technical know-how, and people skills. Recognizing all of your abilities and resources makes you more conscious of the resources available to you, any one of which could be crucial to reaching your goals.

Weakness

After determining your strengths, it's critical to consider your areas for improvement. By examining your shortcomings honestly, you can identify any behaviors, characteristics, or abilities that might be preventing you from reaching your full potential and take proactive measures to improve them.

To help you with your self-evaluation, think about these questions:

- Which bad habits or characteristics of my personality do I need to change?
- Are there any areas in which my training, expertise, or abilities fall short of those of my peers?
- Which particular abilities or skills do I wish to hone further?
- Which difficulties or tasks do I shy away from because I'm insecure?
- When you think back on past errors, what actions or choices led to those results?

You can find doable solutions to go past obstacles and get better by looking at these factors. In addition to encouraging professional and personal development, this method gives you the tools to answer questions about your deficiencies in a job interview in a way that demonstrates your dedication to self-improvement.

Opportunities

It's critical to broaden your vision and take into account your job options after evaluating your own performance. You can strategically position yourself for success by identifying possible growth opportunities, whether they are in your present function, industry, or even a different direction.

Asking yourself these questions can help you investigate these opportunities:

- How is my industry doing right now? Are there any patterns or regions that are seeing notable expansion?
- Are there any new tools or technology that I can use to accomplish my objectives more quickly?
- How can I further my career with the help of my professional or personal network?
- What new qualifications or abilities could I get to make myself a more desirable applicant or employee?
- Would a new project, career shift, or lateral move help me get closer to my long-term goals?

You may improve your career trajectory, maintain your competitive edge in a market, and guarantee ongoing professional development by seeing and seizing these possibilities.

Threats

Finding possible risks that can impede your progress toward your objectives is the last phase in your self-evaluation process. These risks may originate from internal issues like bad habits or a lack of skills, as well as external ones like shifts in the sector or unstable economic conditions. Early detection of these challenges helps you to reduce risks and make efficient plans.

Asking yourself the following questions will help you identify possible threats:

- Who are my rivals in the industry or at work, and how do I stack up against them?
- Are there major changes taking place in my field that might affect my function or career path?
- Are my present abilities or job becoming outdated due to technological advancements?
- Are any of my shortcomings directly threatening my ability to advance professionally?
- What potential effects might the economy or other outside variables have on my job prospects?

By tackling these risks, you can create plans to maintain your competitive edge, adjust to changes in the market, and get past obstacles in your own life. In addition to shedding light on your existing situation, completing your SWOT analysis gives you practical insights that can help you define specific objectives and develop a plan for professional progression.

Activity : SWOT analysis of mine

Strengths	Weakness
<ol style="list-style-type: none"> 1. As a computer engineering student, I have proficiency in programming languages and algorithms. 2. Teamwork and Collaboration is high because we are mostly experienced group projects. 3. On this age we can adapt to new technologies in rapidly changing field. 	<ol style="list-style-type: none"> 1. Limited resources such as we only have some medium performance devices although we want much higher devices for some projects. 2. Lack of public speaking skills decrees the confident to presenting ideas and leading large groups or teams. 3. Limited industry direct connections for professionals and mentors.
Opportunities	Threats
<ol style="list-style-type: none"> 1. Growing IT industry provides more job opportunities in Sri Lanka. 2. Increasing demand for global freelance talent opens up opportunities for international exposure and earnings. 3. Availability of online free courses that help me to increase my knowledge. 	<ol style="list-style-type: none"> 1. Highly competitive job market is leading to find my internships difficult. 2. Rapid technological changes need to constantly update skills to survive in IT industry. 3. In Sri Lanka now we are facing economic crisis.

MBTI Test

Introduction to MBTI

The Myers-Briggs Type Indicator, or MBTI, is a popular personality assessment tool that helps individuals develop a better understanding of their personality traits, preferences, and behaviors. The MBTI is based on Carl Jung's theory of psychological types and categorizes personality into 16 distinct types using four dichotomies:

Extraversion(E) vs. Introversion(I): shows how an individual focuses his energy and attention outward toward people and things or inward toward thoughts and ideas.

Sensing(S) vs. Intuition(N): tells how the individual perceives information, either as clear, tangible facts through senses or as a general, intuitive picture of patterns.

Thinking(T) vs. Feeling(F): describes how individuals make decisions, whether based on logical analysis or personal values.

Judging (J) vs. Perceiving (P) – Highlighting how individuals approach life, either with structure and planning or flexibility and spontaneity.

By understanding these preferences, the MBTI helps individuals recognize their strengths, improve communication, and make more informed decisions in both personal and professional settings. It is extensively used in areas such as career counseling, team building, and personal development.

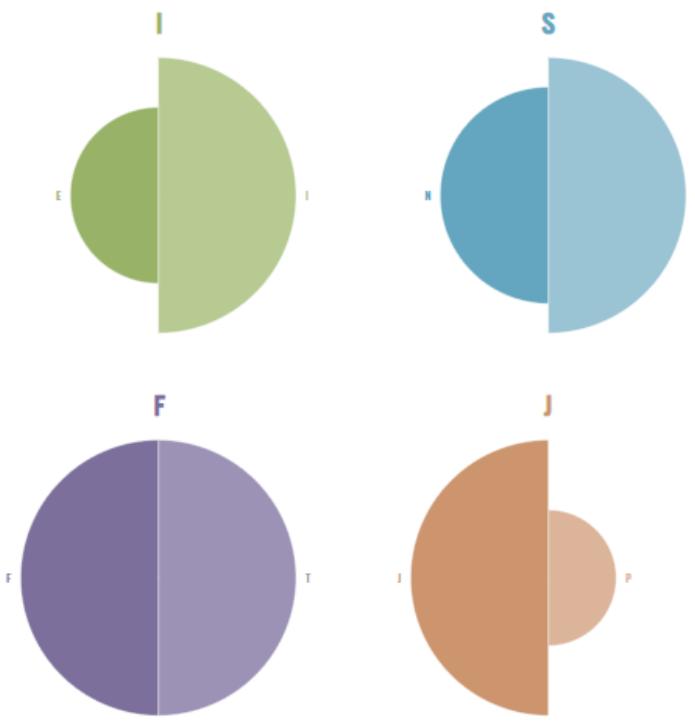
Whether you are looking to understand yourself better, improve your relationships, or find career paths that best fit your natural preferences, the MBTI offers valued insight into the unique ways you perceive, interact with, and navigate the world.

Activity : My Personal MBTI test

Your Personality Type Results

Congratulations! You have completed your advanced personality assessment. Nice work!

These results will show you the key points of how you scored. The graph below shows your scores on each of the four personality preferences. These four preferences combine to create your personality type.



About Your Type

As an ISFJ, you are driven by your personal values, and are conscientious in your behavior. You typically want to work hard, get along with others, and make sure you do what is expected of you.

You value relationships highly and strive to cooperate and maintain harmony with others. You want stability and longevity in your relationships, and tend to maintain a deep devotion to family.

You appreciate tradition and like knowing how things were done in the past. You are loyal to established methods and values, and want to observe the proper way of doing things. [Read more >](#)

Figure 2:My MBTI test result (Truity, n.d.)

I get the result as ISFJ and after doing some self-estimate I found out what are my positive and negative points.

Positive :

I focused in real world solutions, which is valuable in engineering projects

I am supportive and collaborative when doing team work

I stay organized and meet deadlines, critical in managing coursework, internships and team project as much as I can.

I likely to approach tasks with diligence and consistency with responsibility and dedication.

As most ISFJs I am also paying attention to details.

Negative :

Engineering is often a very unpredictable process. Embracing flexibility and uncertainty are ways to go through the complex problems.

ISFJs are naturally reserved, so I should actively improving my communication and networking skills which can open more career opportunities.

Balancing my attention to detail with a look at the big picture of projects and systems can make my solutions more innovative and scalable.

Goal Setting

Many people feel like they are drifting around the world. They are working hard, but they do not seem to go anywhere worthwhile.

A major reason they feel this way is that they haven't spent enough time thinking about what they want from life and haven't set themselves formal goals. After all, would you set out on a major journey with no real idea of your destination?

Probably not!

For this we want concept of Goal setting

How I set my personal according to this module:

Setting personal goals is a metamorphosing process that allows me to have a vision for my life and take concrete steps to accomplish it. Here's how I structure my goal-setting journey:

1. Understanding What I Want

The first is to clearly identify my desires. In this regard, I reflect for a while on what actually means a lot to me, and thus I promise myself to achieve. I put them on paper to make my SMART—Specific, Measurable, Attainable, Relevant, Time-bound—goals an reality.

2. Defining Action Steps

Once my goals are set, I break them down into smaller, actionable steps. This helps me create a clear roadmap to follow. As I complete each step, I check it off, which keeps me motivated and ensures steady progress.

3. Staying Focused

By setting goals, I give myself a vision for my desired future and the driving force to achieve it. In that sense, goal-setting will help me channel my energies towards what is important and prevent distractions from causing me to go astray.

4. Setting Lifetime Goals

In maintaining a balanced and full-of-content approach, I consider goals that put the broader scope of my life into consideration. These lifetime goals drive me to make decisions and guide my priorities in the areas of:

- Career: I decide on the level I'd like to reach in my career and what I want to achieve in my field.

- Financial: I plan my earnings and financial stability to support my career and personal aspiration.
- Education: I identify what knowledge and skills I will need to learn in order to be successful and achieve my goals.
- Family: I reflect on the type of relationships I want to build, what kind of family member I would like to be, and how I can contribute to a loving and supportive atmosphere.

This organized process keeps me focused and dedicated, always striving to lead a purposeful and fulfilling life.

5. Setting Short-Term Goals

In addition to lifetime goals, I also concentrate on the short-term objectives, which are immediate milestones leading me to my bigger objectives. Such goals are quite attainable and actionable, requiring just weeks or months for their fulfillment, thus maintaining momentum.

- ✓ Academic Projects: Complete any ongoing coursework, assignments, or projects with excellence.
- ✓ Skill Building: Learn a new programming language or technology pertaining to the field.
- ✓ Time Management: Manage daily routines to balance out studies, extracurriculars, and personal development.
- ✓ Networking: Attending a workshop or event to connect with peers and industry professionals.

These short-term goals act as stepping stones, providing clarity and motivation as I progress toward my long-term ambitions.

Personal Goal Setting as Professional



Figure 3:SMART goal setting concept

How I use SMART concept for goal setting :

1. Specific

Establish goals well. Ambiguity begets a lack of direction.

Example: Instead of saying, "Improve my coding skills," state specifically, "Learn Python for data analysis by completing an online course."

2. Measurable

Establish criteria to measure progress and success.

Example: "Complete 10 modules of the course in 5 weeks and build a final project for evaluation."

3. Achievable

Establish realistic goals that are challenging yet attainable. Consider current resources, skills, and time constraints.

Example: "Spend 1 hour every day learning Python, but also balancing my work."

4. Relevant

Connect the goals to my long-term career goals as well as my current studies.

Example: "Learning Python will enhance my ability to analyze data. This is a skill that is expected of a data analyst, which is my dream role."

5. Time-Bound

Set a target date so as to create urgency and focus.

Example: "Finish the Python course and its project in two months."

02 Managing Resources

Managing Resources

Managing resources involves the process of planning, allocating, and controlling available assets to effectively and efficiently achieve goals or objectives. Resources can be in the form of finances, human capital, equipment, materials, time, and information. Effective resource management is vital in maximizing productivity and ensuring that tasks or projects are successfully executed.

Key Strategies for Effective Resource Management:

- Resource Planning:

Identify the resources needed to accomplish goals.

Analyze the scope of work and analyze tasks to determine resource requirements.

Develop a detailed resource plan outlining the required assets along with their estimated allocation.

- Resource Allocation:

Assign resources based upon their availability, skills, and expertise.

Ensure high productivity as a result of matching appropriate resources with appropriate activities.

- Prioritization:

Focus resources on the most critical tasks that help achieve objectives.

Allocate resources to activities that maximize value and efficiency for the project.

Monitoring and Adjustment:

- Continuously monitor resource usage, costs, and progress realization.

Address bottlenecks through resource reallocation and make information-based decisions to optimize resource utilization.

- Opportunities for Growth and Development

Effective management of resources extends beyond academics to a host of opportunities for the development of skills and career enhancement opportunities:

Research Projects: Working with professors or conducting research helps in hands-on experience building and deepening your expertise within your field.

Campus Organizations: Joining student groups or clubs that appeal to your interests provides great leadership opportunities, networking opportunities, and community engagement.

By mastering resource management and leveraging opportunities within and outside the university, students can achieve their goals more effectively while building valuable skills for the future.

I was able to recognize different groups and departments inside the university and faculty thanks to this session. Through my research, I was able to comprehend that universities are places that address students' other facets of life in addition to their education. I was able to learn how to speak to people in an official way because I had the chance to interview someone from a relevant group or society. I may learn how to politely obtain the information we require and how to interact with people in an ethical manner. Additionally, I was able to gain a deeper comprehension of the societies and learn about their goals, missions, and other activities. In essence, this program teaches me about my opportunities and resources both inside and outside of the university. We decided on the University of Ruhuna's cultural center. Below is the presentation that we made.



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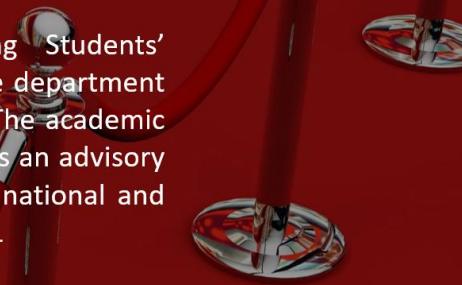
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MMESS Stands For...

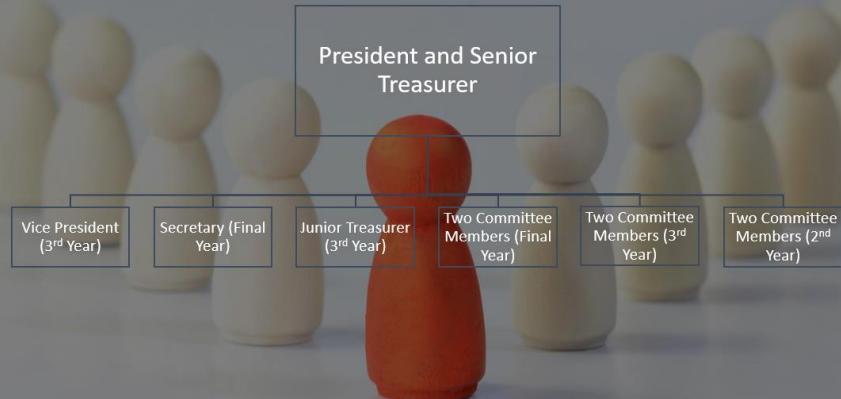
Mechanical and Manufacturing Engineering Students' Society(MMESS) is the main society within the department that consists of academic staff and students. The academic staff of the department facilitates to MMESS as an advisory board and the students lead each and every national and international activities organized by the society.



Objectives

- ❖ To act as a forum for the members of the society
- ❖ To widen the interests and associated knowledge of the members in the field
- ❖ To enhance members in serving the society by carrying out charity projects
- ❖ To enhance the social interaction and welfare among the members

Members



- Must have two girl representatives

Events

❖ Mexcellence Day

- Competition for CAD
- PLC Programming Competition
- Pure Mechanical Competition
- Robotics Competition

- ❖ Webinars
- ❖ Guest Lectures
- ❖ Workshop for First Years



Thank You
For Your Attention

Figure 4:Presentation Slides



Figure 5: Presenting the Presentation

03 Stress Management

What is stress?

Stress is the normal physiological response of the human body to any demand or challenge, whether physical, emotional, or psychological. It arises when an individual perceives a situation as overwhelming or beyond his or her capacity to handle effectively. The causes of stress can be due to external pressures, such as deadlines at work and financial burdens, or internal factors, such as self-imposed expectations and negative thoughts.

What is stress management?

It could appear like there is nothing we can do to prevent stress or to fully de-stress when it strikes. Our work and family obligations will always be demanding, the bills will never stop coming, and the day will never have more hours. In actuality, though, we have far more influence over stress than we would realize. In actuality, stress management is based on the straightforward understanding that we are in charge of our life.

The key to stress management is taking control of our thoughts, feelings, routine, surroundings, and problem-solving style. A balanced existence with time for work, relationships, leisure, and enjoyment—as well as the capacity to persevere under duress and take on obstacles head-on—is the ultimate ideal.

Using a variety of coping mechanisms and approaches, stress management aims to increase resilience and enhance how you respond to stressful situations in our life. However, it is not universally applicable. It's crucial to try several things and see what suits us the best because of this. These stress management tactics and practices can help us deal with stress in the present, avoid unneeded stresses in our life, or lower your overall stress levels.

RiseUP
Enhance Your Potential

**WORLD
SUICIDE PREVENTION
DAY (SEPTEMBER 10)**

**IS
SUICIDE?
THE ONLY OPTION ?**

**SEPTEMBER 8 TH
7.00 - 8.30 PM**

Uma Fernando
Moderator

**Mrs. Bhagya
Abeyasinghe**
(Counseling Psychologist)
Speaker

**Career Guidance
STUDENTS' SOCIETY**
Faculty of Engineering University of Ruhuna

Studying & Working Stressless

**Conducted by,
Dr. Malinda Lalitha Suvimal**
Post Doctoral Research Fellow,
NeuroCure Cluster of Excellence,
Charite University Medicine Berlin,
Berlin, Germany

**28th July 2022
6.00 pm
Via zoom**

Career Guidance Unit
Faculty of Allied Health Sciences, University of Ruhuna

Figure 6: Stress Management Sessions

Being an engineering student, the sessions on managing studying and working stress effectively, and addressing the question "Is suicide the only option?" provided invaluable insights into stress management and mental health. These discussions emphasized that stress, while common in demanding academic environments, is manageable with the right mindset and tools.

From these sessions, I was able to learn how to recognize early warning signs of stress and address them proactively. Some of the other strategies highlighted included time management, realistic goal setting, practicing mindfulness, and keeping up a healthy balance between work and personal life. The importance of seeking help from peers, counselors, or mentors-and not isolating oneself in difficult times-was also underscored in the sessions.

Above all, the discussion of suicide as an option really drove home the need for open communication and breaking the stigma surrounding mental health. It taught me that struggles are temporary and there is always a way to cope, grow, and thrive. These lessons have equipped me to face academic challenges with resilience and a positive outlook.

04 - Effective study skills and goal directed learning

As an engineering undergraduate, mastering study skills and goal-directed learning is critical to academic success. These skills enable me to approach complex topics effectively, manage time efficiently, and stay focused on achieving educational objectives.

By combining effective study techniques and goal-setting, I am in a position to optimize the learning process and retain knowledge longer. For example, I set SMART goals for every semester, such as improving my skills in programming by completing certain coding challenges every week. This clarity helps me focus and allocate time effectively. Breaking larger tasks down into manageable steps allows me to track progress and stay motivated to reach my milestones.

The second valid step involves creating a flexible study schedule. I plan my study sessions around my peak productive hours, making sure to include breaks to recharge my mind. Feedback is a valuable element in my improvement; after each assignment or project, I ask for my peers' and professors' insights regarding what I need to work on. By working on those gaps, I improve my understanding and performance in challenging subjects such as algorithm design.

I also handle distractions through the use of app blockers while studying. This keeps my attention fixed on activities like preparing for exams or completing assignments. By keeping self-care—regular exercise, healthy eating, and good sleep—I manage to maintain energy and focus for my often-intense study sessions.

These methods provide a structured and disciplined approach toward my studies, thus enabling me to navigate the demanding curriculum of engineering with ease.

- Cooperative Learning

Cooperative learning has been quite helpful throughout my undergraduate journey. This involves working together as a team during group projects or while studying for an examination where ideas can be shared, concepts clarified, and understanding questioned for deeper comprehension. It also provides a great avenue to enhance my knowledge, along with acquiring communicative and leadership skills.

For example, during the team project in software engineering, we divided the work according to the strengths of each individual. Contributing to discussions and solving challenges together gave me new insights and further developed my technical and interpersonal skills. This kind of collaboration creates an inclusive environment, respecting the opinions of all individuals and giving an opportunity for full participation.

The experience of cooperative learning goes beyond academics; it prepares me for real-world engineering challenges where teamwork is necessary in problem-solving and innovation.

- Experiential Learning

Experiential learning has profoundly impacted my understanding of engineering concepts. Hands-on activities, such as lab experiments, internships, and hackathons, help me apply theoretical knowledge to real-world problems.

For instance, the internship allowed me to work on the development of a real-time monitoring system for industrial equipment. This provided an opportunity to apply knowledge of programming and hardware in practice, understand how industry standards work, and learn to troubleshoot effectively. This reflection assisted me in realizing what I had to improve, such as debugging skills.

I fill the gap between theory and practice through practical projects and reflection upon the results, which means a lot for my future engineer development.

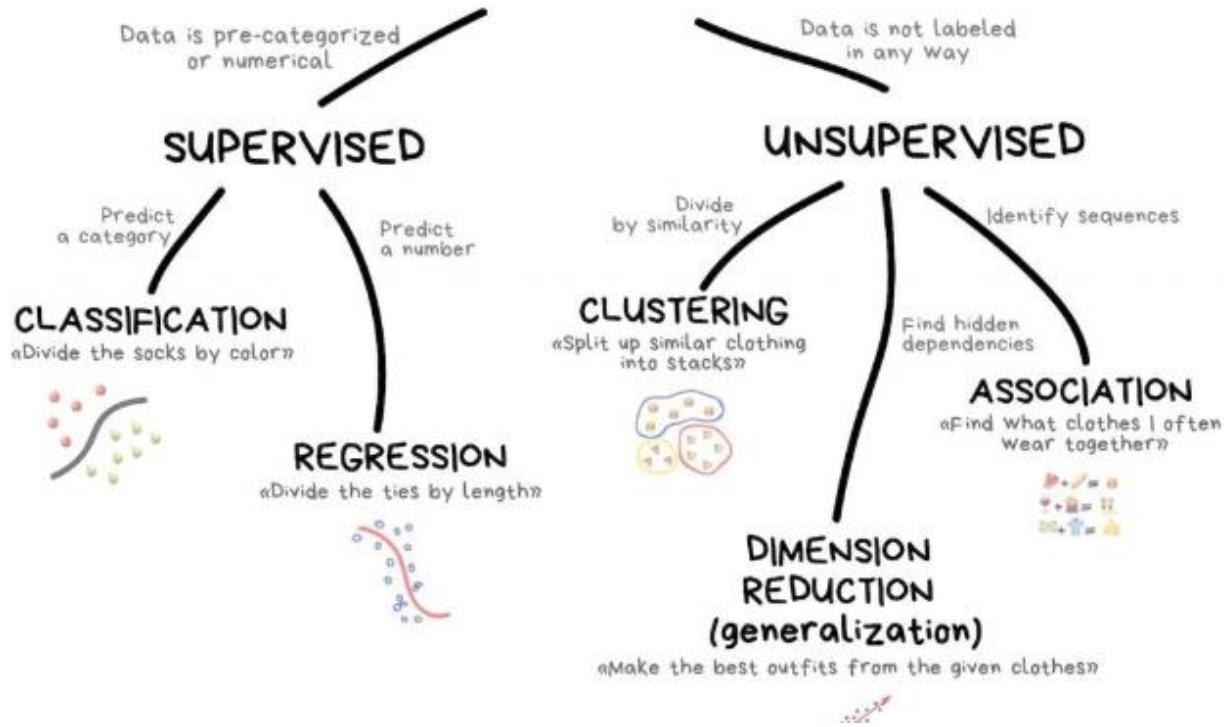
- Mind Mapping

Mind mapping is one of the effective tools for me to organize and process engineering topics. By visually structuring concepts, I create connections that make understanding and recall easier.

For example, in the study of database management, I developed a mind map based on the central idea of relational databases. I then branched off into areas such as normalization, SQL commands, and indexing techniques. The use of colors and symbols allowed me to better visualize how these ideas are related to each other, which made studying much easier.

This technique helps me break down complex topics into smaller, more digestible pieces, which significantly improves my capacity to learn and remember technical information.

CLASSICAL MACHINE LEARNING



- VARK Learning Styles

The VARK model of learning styles has really helped in strategizing my study habits. Being a combination learner, I incorporate visual, auditory, and kinesthetic methods to enhance comprehension.

I learn visually by going through flowcharts and system designs, auditorily by participating in group discussions and listening to recorded lectures to aid my understanding, and kinesthetically by applying concepts through practical activities like coding or hardware prototyping.

This has allowed me to learn complex engineering principles more comprehensively by adjusting my approach to the demands of the subject at hand.

- SQ3R Method and Memory Tests

The SQ3R method has changed the way I study technical materials. I start by surveying textbooks and lecture notes to get an overview, then develop questions that will direct my reading. As I read, I do an active search for answers and take notes briefly. Reciting in my own words what I have read seals my understanding, and frequent reviews serve to solidify long-term retention.

For example, I studied the microprocessor architecture using the SQ3R method by summarizing key concepts and testing myself using memory recall techniques. That helped in highlighting my knowledge gaps, which then directed the revision sessions.

Memory tests, such as flashcards and quizzes, are also essential to my learning. They are how I test my progress and solidify neural pathways to ensure I am well-equipped for exams and practical implementation in engineering.

05 Decision Making and Problem-Solving Skills

▪ **Decision Making Skills**

The abilities that help you choose solutions to problems are known as decision-making abilities. After gathering all the necessary data and information and considering various points of view, you can use these abilities to make well-informed decisions. Finding all of the abilities that can assist you in weighing your options and selecting the best possibilities is crucial to improving your decision-making abilities.

Applying the Steps to My Choices

Here's how I applied the outlined decision-making framework in resolving a dilemma I faced while I was an undergraduate studying computer engineering:

1. Identify the Situation:

I needed to decide whether to dedicate more time to self-learning programming skills or participate in extracurricular activities like organizing technical events.

2. Note Potential Solutions or Actions:

The potential options that came to my mind were:

Invest the majority of my time in self-learning and enhancement of technical skills.

Try to utilize equal amounts of time in self-learning and extracurricular activities.

Have more concentration on extracurricular activities, keeping lesser time for self-learning.

3. Identify Pros and Cons:

Option 1 (Self-Learning):

Pros:

The technical skills become polished.

More preparation regarding technical interviews and project development.

Cons:

Lost opportunities regarding networking and leadership through extracurricular activities.

Option 2 (Balanced Approach):

Pros:

Gained technical knowledge along with leadership experience.

An all-round growth.

Cons:

Being too stretched and thus being underperforming in both.

Option 3 (Extracurricular Activities Emphasis):

Pros:

More developed organizational skills and a resume that looks stronger for leadership positions.

Cons:

Little time to develop technical skills, which may impede finding good jobs afterward.

4. Choose and Measure Results:

I selected a balanced approach Option 2 because this option best suited my long-run objective of being an all-round computer engineer possessing technical as well as leadership capabilities.

After pursuing this track for a semester, I found that I was able to enhance my programming skills along with acquiring valuable experience in organizing events like IEEEXtreme 18.0. This experience helped me balance technical proficiency with essential soft skills.

This decision-making framework helped me evaluate all options and confidently choose a path that supported my overall growth.

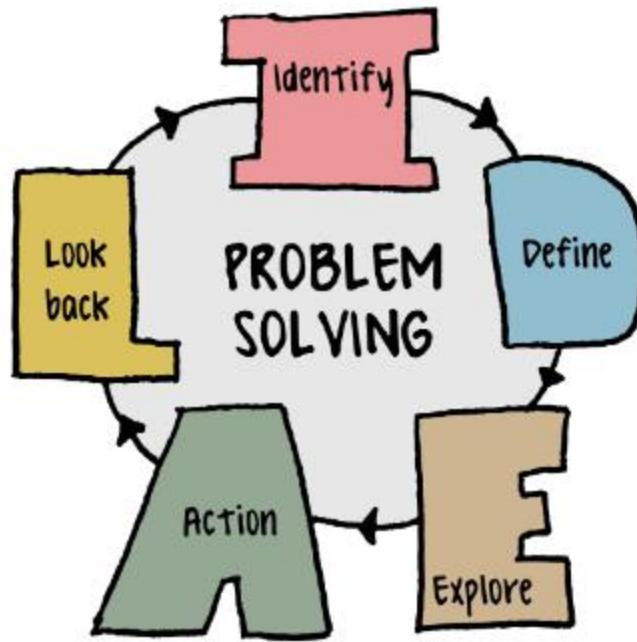
■ **Problem-Solving Skills**

Problem-solving lies at the heart of my academic and professional journey as an undergraduate in computer engineering. Strengthening this skill involves understanding different strategies and practicing their application in various contexts. In this way, I am always improving my skills to effectively meet challenges that come up in programming, system design, and debugging.

Algorithmic approaches are thereby important in computer engineering, as they provide sequenced, step-by-step procedures in solving problems that have well-defined solutions. As I execute these tasks, such as the implementation of algorithms, I use exact steps: analyzing the time complexity and then selecting the appropriate data structure. Mnemonics, like "divide and conquer," help me decompose a problem that is complex into manageable components, ensuring that a methodical approach is followed in finding solutions.

For more complex or ambiguous challenges, heuristic strategies such as the IDEAL framework prove indispensable. Applying IDEAL in my studies, I start by identifying the root cause of a problem, such as why a code snippet isn't functioning as expected. I then define the context by understanding dependencies

and constraints, explore various debugging techniques, act on the most promising fix, and finally reflect on what went wrong to prevent similar issues in the future.



In turn, developing and building up a toolbox of problem-solving strategies through practice in labs, coursework, and personal projects will enable me to attack problems with confidence and adaptability. Combining algorithmic precision with heuristic flexibility in an attempt to develop robust solutions, I lay a foundation for a successful career in computer engineering.

06 – Communication skills

One of the most important abilities that every undergraduate should cultivate and enhance is communication. Without effective communication abilities, it is quite hard to resist wherever we go. We benefit greatly from this ability in both our personal and professional lives. The abilities we employ when exchanging various types of information are referred to as communication skills. There are several types of communication techniques.

As an engineering undergraduate, communication plays a major role in academic and professional growth. Here's how I put different modes of communication to work:

- Oral Communication:

Oral communication is essential for discussions, presentations, and project work. For example:

I discuss technical ideas and listen during the group meetings of my final year project.

I do presentations in class on several ideas to be shared with the class and receive feedback regarding those.

Video calls and phone conversations help me coordinate the task with my peers during a group activity or some competition like IEEEExtreme.

- Written Communication:

Written communication is very important to document the work and share ideas clearly. I use it in:

Writing detailed reports for lab experiments and research projects.

Communicating formally via emails to professors or industry professionals.

Maintaining a blog or social media post to share technical knowledge or project updates.

- Non-Verbal Communication:

Non-verbal cues have often supported and enriched oral communication. For example,

During presentations, eye contact and confident body language supplement my enthusiasm.

In team meetings, gestures and facial expressions help me express agreement or clarify doubts.

I pay attention to the tone of voice used by others, which helps me interpret how urgent or important a discussion is. Visual Communication:

As an engineering student, it is really helpful to simplify complex technical information with the use of visual tools. I rely on:

Graphs, charts, and diagrams to represent data in my research projects.

Videos and animations to explain engineering concepts during presentations.

Design tools to create visual representations for software interfaces in my Flutter fitness app.

- Electronic Communication:

Digital tools are integral for seamless collaboration and efficient communication. For example:

I use email and instant messaging apps to coordinate with professors and peers.

Video conferencing platforms allow remote collaboration for project discussions or academic webinars.

Social media and online forums help me stay updated on trends and connect with professionals in the field.

By using these communication channels effectively, I am able to clearly express my ideas, act effectively in teams, and contribute to my academic and professional commitments.

The following describes the communication process. Additionally, the following figure shows the components of the communication process.

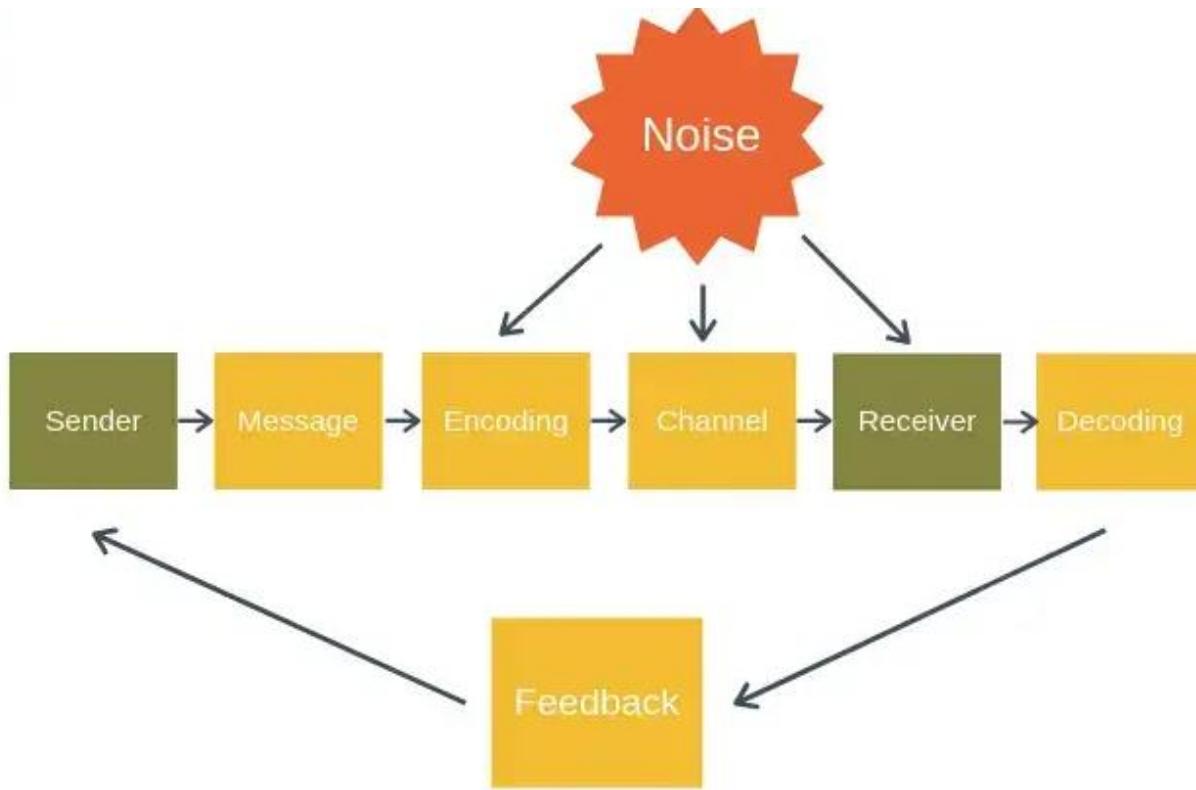


Figure 7: Communication Process

The 8 stages of the communication process are:

1. Sender: The person who wants to communicate.
2. Message: The information the sender wishes to communicate.
3. Encoding: How the message is to be communicated e.g. verbally or written.
4. Channel: How the message is sent e.g. face to face or by email.
5. Receiver: The person to whom the sender sends the message.

6. Decoding: How the receiver understands or interprets the message.
7. Feedback: The receiver's response to the message.
8. Noise: Anything that might interfere with communication or reduce the chance of successful communication.

We also had some assignments related to this

Module Code	SSD 06	Title of Module	Communication Skills		
Assignment	1	Type	Individual		
Assignment 1a: Introduce a group member					
Divide in to smaller groups of 3 within your group (group facilitator should know who is in which small group) and get to know each other. Name, School, Where are you from, Who is in your family, your hobbies, what type of engineer you want to be, a fruit you like to eat, something you hate to do, something weird or uncommon about you etc.					
We will be having group workshops in July. At the group workshop, your small group of 3 should introduce each other to the whole group (30-45 sec).					
Assignment 1b: 1 min pre-prepared speech of short stories					
It will take about 3-5 min to read these stories out loud. Summarize the important points in 50–60 seconds. Please time yourself so that it is no more than 60 seconds					
#	Details	What will be evaluated?			
1	<ul style="list-style-type: none"> • Read the given story and prepare a summary for 50-60 sec. You can tell the background of the story if you like. If you want, you can use dialogues. • Pick the story depending on your number. <ul style="list-style-type: none"> • Eg: Story 1: The Millionaire Miser is for A1, B1, C1, D1 etc • Eg: Story 2: The Bogey-Beast is for A2, B2, C2, D2 etc 	<ul style="list-style-type: none"> • Comprehension and ability to summarize important points • Clarity of writing, grammar, spelling 			
2	<ul style="list-style-type: none"> • Oral presentation: turn on your video and present your pre-prepared speech. 50-60 seconds. Please practice and time your speech for less than 1 min. 	<ul style="list-style-type: none"> • Body language, eye contact • Confidence, voice projection • Time management 			
3	<ul style="list-style-type: none"> • Reflection: Write a short (1 page) about what were the feedback given during the workshop and your reflection on it; Any new words you found in this story? Do you think it was helpful? Do you think you have the ability to improve? How do you plan to improve? 	<ul style="list-style-type: none"> • Clarity of writing, grammar, spelling • Active listening when feedback was given 			
Assignment Administrative Aspects					
<ul style="list-style-type: none"> • The assignment should be named as "ShortStory_@#_ABCD.pdf/doc/doex" where @ is the group letter, # is your number in the group and ABCD is the last 4 digits of your index number • Eg: ShortStory_A1_3797.docx, ShortStory_A2_3798.docx • Accepted file types *.docx, *.doc and *.pdf only. • Cover page with Module code, module name, program name, assignment no, student index no, name, date of submission (which should be the deadline if submitted earlier) • Paper size: A4, Margins 1" all around • 1.5 line spacing • Font: Times New Roman 12 pt • Headings: bold Times New Roman 14pt 					
<ul style="list-style-type: none"> • Section 1: Summary (before the workshop) • Section 2: Reflection (after the workshop) • Deadline: 3rd July 2022, 11:55pm • Copying or cheating will result in 'zero' marks 					

Assignment 1 :

In this assignment we had a group of three members and I asked and create some datasheet to introduced one of them

Dinojan
Vavuniya District
3rd shy
School - V/Vavuniya Tamil Madhya Maha Vidyalayam
Date of Birth - 1999.05.21
Father - Vivekanantharasa.
Three wheeler driver
Mother - Rupawathy.
House wife
One elder brother and one younger sister
Weight - 68 kg
Height - 166 cm
Blood group - O+
Fav Sport - Cricket
Hobby - Reading story books
What kind of engineer - Computer engineer
A fruit like to eat - Mango
Something i hate to do - Use harsh words
Something Uncommon - I exfoliate lip

Kinol Gamage
Gampaha District
1st shy
School-Lyceum International School
Birthday- 2003.08.04
Father- Asanga Gamage
Works at Brandix
Mother- Kumari Gamage
House wife
One elder sister, Student of Medical Faculty University of Wayamba
Weight - 62kg
Height-
Blood group - O+
Fav sport- Football and Badminton
Hobby- watching anime, tv series and playing video games

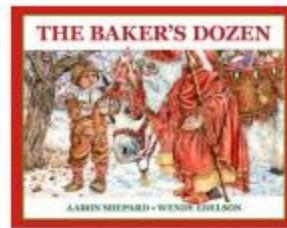
What kind of engineer i want to be- Electrical or Computer engineer
A fruit i like to eat- Avocado

Assignment 2 :

In assignment 2 we should give the summarized speech about given story and my speech was backer's dozen

10 THE BAKER'S DOZEN

In the Dutch colonial town later known as Albany, New York, there lived a baker, Van Amsterdam, who was as honest as he could be. Each morning, he checked and balanced his scales, and he took great care to give his customers exactly what they paid for—not more and not less.



Van Amsterdam's shop was always busy, because people trusted him, and because he was a good baker as well. And never was the shop busier than in the days before December 6, when the Dutch celebrate Saint Nicholas Day.

At that time of year, people flocked to the baker's shop to buy his fine Saint Nicholas cookies. Made of gingerbread, iced in red and white, they looked just like Saint Nicholas as the Dutch know him—tall and thin, with a high, red bishop's cap, and a long, red bishop's cloak.

One Saint Nicholas Day morning, the baker was just ready for business, when the door of his shop flew open. In walked an old woman, wrapped in a long black shawl.

"I have come for a dozen of your Saint Nicholas cookies."

Taking a tray, Van Amsterdam counted out twelve cookies. He started to wrap them, but the woman reached out and stopped him.

"I asked for a dozen. You have given me only twelve."

"Madam," said the baker, "everyone knows that a dozen is twelve."

"But I say a dozen is thirteen," said the woman. "Give me one more."

Van Amsterdam was not a man to bear foolishness. "Madam, my customers get exactly what they pay for—not more and not less."

"Then you may keep the cookies."

The woman turned to go, but stopped at the door.

"Van Amsterdam! However honest you may be, your heart is small and your fist is tight. Fall again, mount again, learn how to count again!"

Then she was gone.

From that day, everything went wrong in Van Amsterdam's bakery. His bread rose too high or not at all. His pies were sour or too sweet. His cakes crumbled or were chewy. His cookies were burnt or doughy.

His customers soon noticed the difference. Before long, most of them were going to other bakers.

Figure 8:Story for Summarize

And this is what I prepared for speech as summery(“//” showing the braking points which I added when I should break while delivering the speech)

There was a man named Van Amsterdam who was very honest as he could be.//
He gave his customers exactly what they paid for. //On the days before December
6,// his bakery was very busy because he made Saint Nicholas cookies and
December 6 is Saint Nicholas day.// One Saint Nicholas day an old woman came
and asked for dozen of cookies but when van Amsterdam try to give her 12
cookies she said she want 13 as dozen.

But as an honest baker he said “Madam, my customers get exactly what they pay
for—not more and not less.”

Then the woman rejected the cookies and got off the shop.

After that day the baker became poor and poor because most of the customers
were not coming to his bakery.

Then one day he saw a dream // after that dream, on Saint Nicholas Day, the old
woman came again and asked for dozen of cookies and he sold 13 cookies as
dozen, and also he did the same thing to other customers. When people heard he
counted 13 as dozen, he had more customers than ever.

From that day 13 became as backer's dozen.

Figure 9 : Summarized for Story

And there is one additional assignment to write a proper excuse letter for get
excuse for not attending a class

Date : 11th May 2022

From: Fernando W.S.I.

EG/2021/4514

sanjanaimfernando2001@gmail.com

0713274105

To: Dr.W.M.K.R.T.W. Bandara

Module Coordinator,

CF 4514 Communication Skills for Engineers,

Department of Civil and environmental engineering,

Faculty of Engineering,

University of Ruhuna.

Through: Dr.T.M.Rangarasu

Academic Adviser

Department of Civil and Environmental Engineering

Faculty of Engineering

University of Ruhuna

Dear Sir,

Excuse Absence for CF 4514 Lecture

I did not participate in your lecture on 2022/5/8 because I attended missed a practical session at the same time as the lecture in the Civil engineering module. I hope you kindly excuse my absence from your lecture.

Thank You

Yours Sincerely,

W.S.Imesh Fernando

EG/2021/4514

Figure 10:Excuse Letter

07 – Interpersonal skills

In order to develop our leadership skill we have done a project called “Idora Yathra”. The Idora Yathra project was a life-changing experience that contributed much to our leadership development while making a difference in the community. This included donating over 500 library books, conducting a motivational seminar, leadership activities, providing meals for students, and explaining the cultural significance of the Deepawali festival at Kithalagama West Maha Vidyalaya. These diverse activities required meticulous planning, coordination, and teamwork, helping us hone essential leadership skills in the process.

Mobilization of resources was a vital part of the project. We collected funds and books with the help of our colleagues in the University of Ruhuna, proving that united we stand. We also received immense guidance and support from Mrs. Vindya Welihena and the organization SL Unites. Her mentorship not only helped us organize ourselves in a more structured manner but also taught us an important fact: having a strong network and seeking advice from others with experience are two of the major characteristics of a true leader.

The whole process of organizing the book donation drive centered around resource mobilization and communication skills. Rallying people's support, negotiating with stakeholders, and ensuring that the books being donated could address the school needs, it indeed tested our initiative leadership capacities. Conducting a motivational seminar and carrying out leadership activities further challenged us on creativity and empathy as we brainstormed on engaging sessions for inspiring and empowering the students.

Providing food for the students underscored the importance of logistics and attention to detail. From the planning of the menu to ensuring equitable distribution, this task required us to coordinate efficiently and handle responsibilities with care. Being allowed to explain the Deepawali festival allowed us to be inclusive and enrich cultural understanding, which is an important aspect of cross-cultural leadership in a pluralistic society.

This project also enhanced our decision-making, problem-solving, and time management skills. Realistic challenges included overcoming the problems that arose unexpectedly and learning to work within the given resources. Resilience and adaptability were required while working on such real-world challenges. Teamwork enhanced our interpersonal skills and taught us to value diverse perspectives while working towards a common goal.

In essence, Idora Yathra was a unique and enriching experience that allowed us to develop as leaders while positively impacting the community. It demonstrated the power of teamwork, mentorship, and dedication in driving meaningful change.



Figure 11:Our Post for gather funds



Figure 12:Distributed Massage among Students





Figure 13 : Idora Yathra Project

08 – Leadership skills

In order to improve our leadership skills we had a Leadership camp in 6th and 7th of November 2022. This was a two-day leadership camp, with much transformation hidden in it. The organizing of such an event, with joint collaboration by the Faculty of Engineering, Career Guidance Unit-University of Ruhuna, and SL Unites, helped shape much of our character in our being future leaders. The balance within these group activities, insight-sharing sessions, and creative projects was the major ingredient put together for honing future leadership potential.

Teamwork, communication, and problem-solving were fostered through the central group activities within the camp. Within these exercises, we were to work in diverse teams, each bringing something different into the team. In these, we learned how to inclusively lead and adapt in many dynamics when challenges arise or are working toward shared goals. This is really good leadership. In addition to that, the activities developed our decision-making skills because we had to analyze each available option and then devise the best solution as a team.

The second highlight in this camp was to create a video in an attempt to spread a very important message for society. This project gave an opportunity for creativity and advocacy by brainstorming ideas, planning content, and executing the production as a team. This activity taught us that the most vital role of a leader involves vision and clarity, while the duty of inspiring and communicating effectively, since the objective was to affect and reach an audience more effectively.

Mentorship and support from SL Unites and the Career Guidance Unit were also very important. Their guidance helped us understand the fine details of leadership, such as empathy, cultural sensitivity, and ethical decision-making. They motivated us to step out of our comfort zones and do things that built our confidence in becoming leaders.

The camp experience was both educating and motivating in the sense that it equipped us with hands-on skills and a deeper understanding of what it means to lead. It showed that leadership is not only about commanding people but also about learning constantly, reflecting on oneself, and building a sense of teamwork and shared purpose.

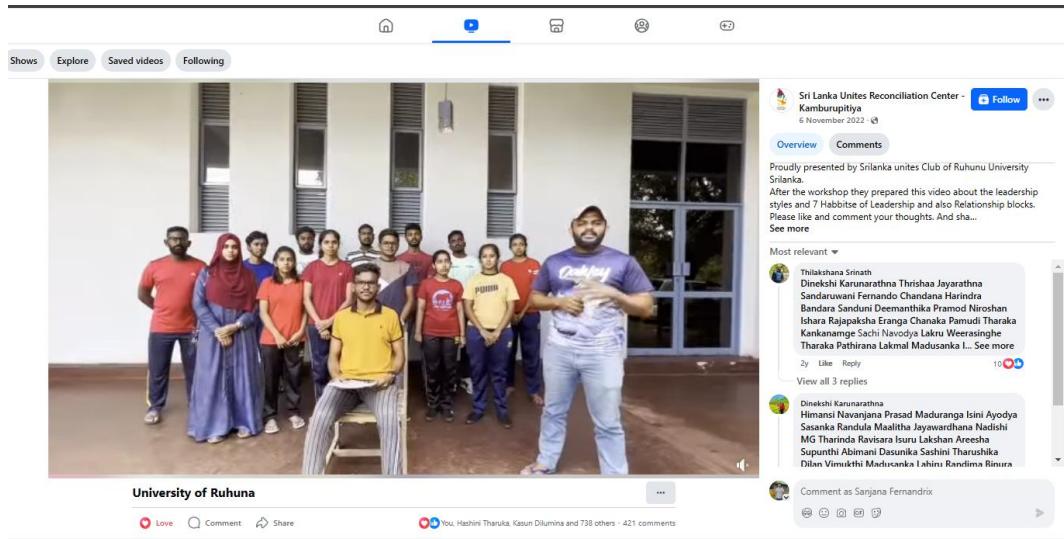


Figure 14:Created Video





REF Media
Faculty of Engineering
University of Ruhuna

LEADERSHIP TRAINING 2022 November
Career Guidance Cell, Faculty of Engineering, University of Ruhuna

Sri Lanka UNITES

Photographed By
V.Rachsuthan
Vidhura Polgolla



Figure 15:Our Tea

09 – Job searching strategy

Finding a job that best matches our skill and ambition is the second most important phase of our professional life, after gaining the engineering degree. However, acquiring a degree is not an end but the beginning of the process. Several other factors come into play for successfully making a mark in the competitive job arena. Important ones include creating an effective CV, understanding the latest industry trends, developing techniques for job hunting, and getting ready for the interview process.

This module focused on a number of key topics including:

Effective CV as the Passport to the Job Market

From what has been discussed in "Effective CV as the Passport to the Job Market," I have satisfactorily enhanced my how-to of writing a fine-quality CV, in better-presentation format of my qualification and experiences. The sessions make emphases on the importance of tailor-making one's CV in terms of relevant skills and achievement concerning certain job positions in consideration and make them align to an industrial outlook.

Main learning from the event:

Structuring the CV

I learnt to make a clear, concise and well-organized format comprising personal details, professional summary, educational background, work experience, technical skills, achievements and extracurricular activities. Such a structure ensures that probable employers will locate the vital information with ease.

Highlighting Relevant Skills and Experiences:

These exercises taught me how to emphasize experiences and achievements that would meet the requirements of the job. That is, using action verbs, quantifying achievements through data like "Led a team of 5 in completing a project 2 weeks ahead of time" and showing the value of contribution made.

Appropriate adaptation of the CV for

The second important insight that I got was tailoring my CV with every job application. Now, I try to include keywords from the job description into my CV and tailor my skills and qualifications to the requirements specified in the job posting.

Visual Presentation:

I realized that a clean and professional design would be important. Choosing a legible font, maintaining consistent formatting, and avoiding clutter improved the overall presentation of my CV.

Feedback and Refinement:

I valued the feedback given during the session by peers and experts on my draft CV; it gave me a starting point, such as how some points should be clearer and needed examples.



SANAJANA IMESH

ENGINEERING UNDERGRADUATE

CONTACT

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📍 No.582/7,Darshanamawatha,Kandaliyaddapalawa,Ragama
LinkedIn: [SANJANA IMESH](#)

EDUCATION

B.Sc. (Hons) Engineering
2nd Year
Undergraduate
Department of Computer
Engineering
University of Ruhuna
(2021 - present)

Certificate course in English
Sri Lanka English Graduate
Association (SLEGA)

Bandaranayake College
Gampaha
Physical Science Stream
(2012-2020)

PROFILE SUMMARY

A dedicated Computer Engineering undergraduate with a strong interest in Software Development and Data Science. Currently pursuing a Bachelor's degree in Computer Engineering from the esteemed University of Ruhuna. Possessing a solid foundation in computer science principles and engineering practices, complemented by a passion for exploring innovative solutions to real-world technological challenges. Proactive team player with excellent communication and problem-solving skills, coupled with a relevant academic background.

🎓 EDUCATION QUALIFICATIONS

Following B.Sc. (Hons)Engineering
2nd Year Undergraduate
Current GPA – 2.89

General Certification of Education Advanced Level
District Rank 106 (year 2020)
Combine Maths - A
Physics - A
Chemistry - B

General Certification of Education Ordinary Level
(year 2017)
Passed with 8As and 1B passes

🎓 PROJECTS

FitnessMobile Application
Created application to maintain personalize health and fitness.using flutter

Daily Expenses web app
Calculate daily income and expenses and analize them in web app

Sustainable Building Design project
Under this project design the sustainable building design and structure.

Mini Project About IMPACT OF SOCIAL MEDIA ON EDUCATION
Under this project introduced a mobile application for monitor the time spend on social media.



VOLUNTARY ACTIVITIES

Coordinator of MEHEWARA PROJECT

Joined as a volunteer teacher in Ordinary Level Mathematics and Advance Level chemistry

Member of the Project IDORA YATHRA

Projecet to give library acceccories and motivate school students which are in rural areals

Active Member of SASNAKA SANSADA PROJECT

Joined as a volunteer teacher in Ordinary Level Mathematics.

Active Member of SIYANA ENGINEERING ASSOCIATION

EXTRA CURRICULAR ACTIVITIES

An ex Officio Member of School SCIENCE SOCIETY

WORKING EXPERIENCE

Intern at Peoples Bank (2021/12/01-2022/03/28)

REFERENCE

Dr. Terrance M. Rengarasu

Senior Lecturer

PhD (Hokkaido), MEng (Hokkaido), PG Dip(Sustainability), PG Dip(Land System Modelling), BSc Eng(Hons) (Peradeniya), AMIE(SL), MEASTS, MJSCE, CGMP, MITE, MSLSTL

Dr. Geeth Priyankara

Senior Lecturer

PhD (Moratuwa), MSc (Norway), BScEng (Hons) (Ruhuna)

Figure 16:Curriculum Vitae

Writing Cover Letters

After the training in Cover Letter Writing, I had been able to make great milestones in the way of writing professional cover letters suited for specific jobs. It was highlighted in the session that it is necessary to present all my qualifications, experiences, and motivation effectively and according to the employer's need. Here's how I enhanced my skills:

Understanding the Structure:

I now know the proper structure in a cover letter, comprising an introduction, the body, and conclusion. It really helps to make your paper neat and professional.

Personalization:

The session has taught me how to tailor my cover letter to each specific application. To date, I research the company and position thoroughly to connect my skills and experiences with their requirements effectively.

Highlighting Key Achievements:

I enhanced my skills in the representation of my achievements and skills briefly. Nowadays, I focus on measurable results and specific experiences that prove my fitness for the job.

Professional Tone and Language:

I learned better how to maintain a professional tone while being clear and accurate in writing. Avoiding jargon and focusing on the impact of the language has helped me make my cover letters more effective.

Showing Enthusiasm:

This session emphasized that interest in the company and the position should be expressed. Now, I make sure to include in my applications the reasons why I am interested in the opportunity and how I will be able to help the organization achieve its objectives.

Proofreading and Refinement:

I have become more keen in re-reading my cover letters to weed out errors and increase readability. Feedback from peers and mentors has been so helpful in refining my drafts.

By applying these techniques learned, I am now in a position to write a compelling cover letter that strengthens my application and makes a good impression on potential employers.

Personal Grooming

The learning about Personal Grooming really helped in building a much more polished outlook on how to project myself professionally; it had positive impacts in my life and professional areas. Here is how the learning improved my grooming:

Better Personal Hygiene:

I became more aware of personal hygiene habits: keeping my hair, nails, and skin well groomed. This ensures I am always neat and presentable.

Dress professionally:

I have learned how to dress for the occasion, mostly in a professional setting. Now, I make it a point to always adhere to workplace standards by making sure my clothes are clean, well-fitting, and appropriate for interviews, meetings, or presentations.

Attention to Details:

I became concerned with little yet important things like polished shoes or wrinkle-free clothes and the use of accessories in moderation. Those details go a long way in portraying a polished and professional appearance.

Confidence and Body Language:

Grooming goes beyond appearance. Now, I can walk tall with the right posture, the right facial expressions, and good body language—really helped me improve in my overall manner and communication.

Skincare and grooming routines

I started adopting a regular skincare and grooming routine that fit my lifestyle, so I would look fresh and full of energy. This helped me improve my confidence in social and professional interactions. Cultural and Situational Adaptability:

Learning how to adjust one's grooming style in relation to cultural and situational context, no matter the setting, formal or informal, or the requirements of the setting in a workplace. With these changes, I have been able to build a much better personal and professional image—one that really helps in making a good and lasting impression. Besides, knowledge of grooming instilled discipline in me—I present myself at my best.



Figure 17: Sections Should be Groomed

Trends in the Labor Market

With this regard to Trends in the Labour Market, I learned much that empowered me to perceive the dynamic nature of the professional world and how best one should get ready for it. Important lessons I learned include:

Understanding Industry Demands:

I learned about the specific skills and knowledge currently in high demand in the labor market in the field of computer engineering, including emerging areas in machine learning, cloud computing, cybersecurity, and IoT.

Career Opportunities in Engineering:

I used the opportunity of group activities and discussions to research the different career paths available in the engineering field, including software development,

data analysis, network engineering, and product design. This provided a clearer picture of where my degree could take me.

Importance of Upskilling:

I realized the significance of continuous learning and staying updated with technological advancements. Acquiring certifications and learning new tools or programming languages are crucial to remaining competitive.

Job Search Strategies: I learned how to tailor my job search to market trends, including targeting growth industries and positions that would be compatible with my skills.

The most important networking tool is.

I learned the importance of professional networking and going to career fairs and making contacts with people in industry in order to learn about concealed job openings.

Globalization and Remote Work:

I became aware of new trends: working remotely and globalization, which implied a new kind of adaptability, a need for cross-cultural communication skills.

Sustainability and Ethical Practices: Gaining an understanding of how companies value sustainability and ethical practices helped me align my career goals with organizations that give these aspects priority. In this way, by knowing the trend of the labor market, I arm myself with knowledge to plan my career path strategically, focusing on areas with the most growth potential and aligning my skills with industry demands.

We had several sessions for this Job searching strategy these are some of them,

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Yohan Hewagama
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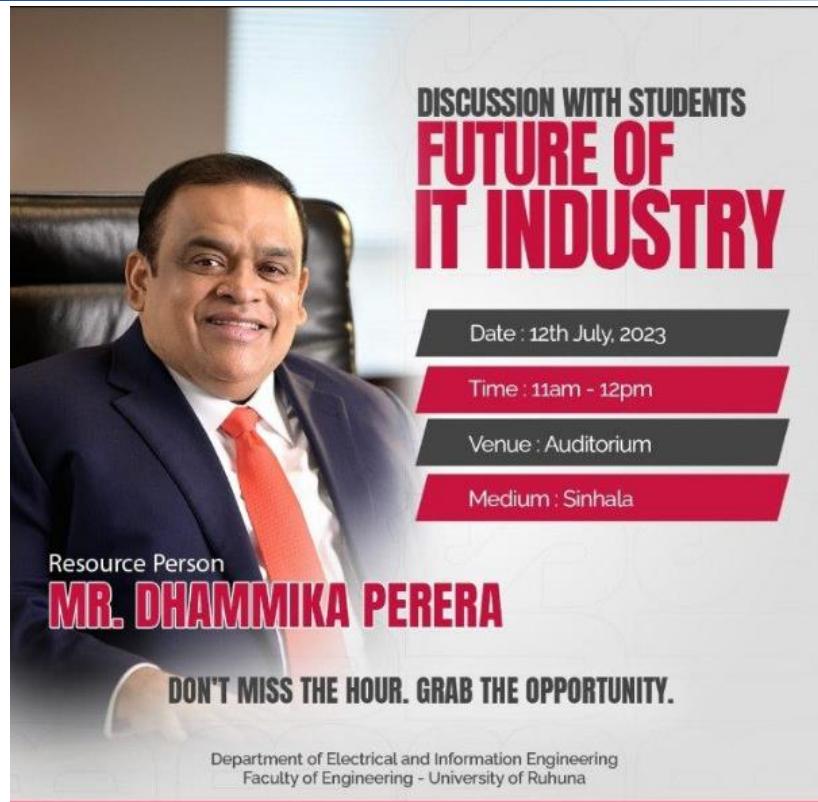


Figure 18: Session are held under Job Searching Streatery

Module 10: Introducing portfolio

Introducing the concept of creating a professional portfolio, we had an insightful session on how to design and structure it effectively. The online session was conducted by Prof.Thusitha Gunawardana and organized by Mrs. Vindya Walihena, CGU Coordinator at the Faculty of Engineering, University of Ruhuna. It really enlightened us with practical knowledge of presenting our skills and accomplishments in the most visually appealing and professional manner.

Conclusion

I've had the opportunity to study a variety of modules in this career counseling course, which have given me a wide range of skills and knowledge to help me advance both personally and professionally. Every session, from the first on self-evaluation to the last on successful job search tactics, has given me useful knowledge and skills to succeed in the ever-changing workplace. I learned the benefits of reflecting on my values, interests, strengths, and shortcomings in the self-evaluation module. These factors are all very important in determining my job choices. It made me more self-aware and gave me a better grasp of my abilities, interests, and goals. I can now focus on the things that are most important to me after identifying my areas for progress.

The session on managing resources included helpful advice on financial planning, resource allocation, and time management. I gained knowledge about effective study techniques, task prioritization, and procrastination avoidance. I also realized how crucial debt management and budgeting were. I learned useful techniques for managing stress and avoiding burnout in the stress management curriculum. Learning to recognize stressors, control emotions, and handle pressure were all crucial lessons. Additionally, I learned how to maintain a healthy work-life balance and develop resilience.

I was able to create good study habits, set reasonable goals, and track my progress thanks to the module on goal-directed learning and effective study techniques. Developing time management, note-taking, and critical reading skills was crucial to helping me stay on course. My critical thinking skills were refined by the decision-making and problem-solving skills module, which helped me weigh my options and make wise decisions. Developing creativity and problem-solving techniques were also highlighted.

I became proficient in rapport-building, active listening, and effective communication in the communication skills module. It became instinctive to

handle challenging situations, articulate ideas clearly, and firmly voice viewpoints. Building healthy connections was stressed in the interpersonal skills module. I learned the importance of nonverbal communication, empathy, active listening, and trust. In addition, I learnt how to settle disputes amicably and provide and accept constructive criticism. I gained the ability to effectively lead teams thanks to the leadership skills curriculum. It addressed creating a vision, assigning tasks, giving feedback, and motivating people to strive toward common objectives.

Finally, I learned how to find job openings, write strong cover letters and resumes, and completely prepare for interviews from the job seeking tactics lesson. Additionally, I learned how to negotiate job offers, network, and navigate employment fairs. To sum up, I would say that this course has been immensely rewarding and has given me important skills and methods that I will surely use in both my personal and professional life. My progress and accomplishments during the course are documented in this portfolio, and I am excited to use the knowledge I have gained in my future professional pursuits. I sincerely appreciate the chance to enroll in this course.

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