ADD ON PROGRAMS ON SOFT SKILLS TRAINING PROGRAM FACULTY OF MANAGEMENT STUDIES SESSION PLAN

TOTAL HOURS:30

SL.NO.	TOPICS TO BE COVERED	HOURS
1	Communication Skills I	
	Understanding Communication	1
ii	Listening	2
iii	Reading	1
iv	Writing	1
V	Speaking -When and How	2
2	Communication Skills 2	
i	Verbal and Non-verbal	1
ii	The body and the way it communicates	2
ii	Facial Expressions	1
iv	Voice ,Tone,Pitch	1
3	Communication Skills 3	
i	Presentation	2
ii	Group Discussion	2
4	Interpersonal Communication	
i	Emotional Skills	1
	Social Skills	1
iii	Motivation	. 3
iv	Leadership	3
V	Time Management	1
vi	Stress management	1
vii	Stress management Work life Balance	1
5	Public Speaking	3

Director of Technology & Director of Technology & Director Computing Computer, NUCORE

M DIRECTOR

DIRECTOR Faculty of Management Shivajirao Kadam Institute of Technology & Management, Indone

ACROPOLIS TECHNICAL CAMPUS

Faculty of management studies

NOTICE

DATE-25/01/18

Venue - Auditorium

Event - A 30 Hours Training Program on SOFT SKILLS was conducted in faculty of management studies The Topics to be covered are Public Speaking, Group Discussion, Facial Expressions, Stress management, Presentation.

Commencement Date - January 29, 2018 2:00 pm -3:00 pm (daily)

Program Coordinator - Dr.Suchita Gupta

Speaker - Dr..Deepti Verma

Audience/Participants -All Students

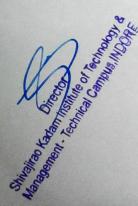
All the faculty members not having lectures/any other engagements are requested to attend the Program

mant

Dr .Anant Gwal

Director

Faculty of Management Shivajirao Kadam Institute of Smualitao kadam institute of Technology & Management, Indoré



ACROPOLIS TECHNICAL CAMPUS

FACULTY OF MANAGEMENT STUDIES

DATEL

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SOFT SKILLS TRAINING PROGRAMME ATTENDANCE SHEET

BATCH 2017-2018

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ACROPOLIS TECHNICAL CAMPUS

FACULTY OF MANAGEMENT STUDIES

SOFT SKILLS TRAINING PROGRAMME ATTENDANCE SHEET

BATCH 2017-2018

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Acropolis Technical Campus Faculty of Management Studies Report on Soft Skills Training Program

Date:08/03/2018

Acropolis Technical Campus, Indore organized a Training Program on "Soft Skills " on 29.01.2018 to 02.03.2018 to enhance the skills of the students. The speaker of Training Program was Dr.Deepti Verma, Assistant Professor, ATC Indore(M.P.), gives information about **Public Speaking, Group Discussion, Facial Expressions, Stress management., Soft skills characterize how a person interacts in his or her relationships with others** and give advice to attend the courses and get certificate which will be beneficial for the students as well as faculties for career growth. She solved all the queries of participants and support through the QA Section found within the course. All the faculty members and students gave their valuable presence. Dr.Suchita Gupta gave the vote of thanks and concluded the program.



Inpta

Dr.Suchita Gupta Event Coordinator

Director Shivajirao Kadam Institute of Technology & Management - Technical Campus, INDORE

Nant

Dr.Anant Gwal

Directo

DIRECTOR Faculty of Management Shivajirao Kadam Institute of Technology & Management, Indore

ACROPOLIS TECHNICAL CAMPUS Faculty Of Management Studies ASSESTMENT OF SOFT SKILS TRAINING PROGRAM Batch 2017-2018

S.NO	ENROLLMENT NUMBER		
			GRADE
1	DC1301958	ADITYA BANDE	в
2	DC1310621	AKANSHA CHOUKSEY	в
3	DC1303449	AMAN BAHETI	C
4	DX1709184	ANKIT SINGH SIKARWAR	B
5	DX1709187	ASHWANI SINGHI	A
6	DX1709192	CHARU AGRAWAL	B
7	DC1200978	DINESH MANDLOI	B
8	DS1311824	HITAL PANWAR	A
9	DC1418811	HITESHIKA JADHAV	
10	DC1412246	KARAN YADAV	B
11	DC1304199	KRATIKA KHANDELWAL	A
12	DX1709204	LAKSHIT PANDYA	C
13	DX1709207	MOHIT JHAWAR	C
14	DC1302305	NEERAJ BANSAL	A
15	DC1323351	NIKHIL NAGORI	6
16	DC1418474	PARIDHI BAJPAI	C
17	DX1709214	PRATEEK JHAWAR	A
18	DX1709217	RATNESH KUMAR PATEL	B
19	DC1308414	RISHABH KHANDELWAL	A Que
20	DXYB30655	ETI TIWARI	A DIRECTOR Faculty of Management

Director Shivajirao Kadam Institute of Technology & Management - Technical Campus,INDORE Faculty of Management Shivajirao Kadam Institute of Technology & Management, Indore

ACROPOLIS TECHNICAL CAMPUS FACULTY OF MANAGEMENT STUDIES

Soft Skill QUIZ

2017-2018

1. When conducting appraisals or counselling sessions it's best to sit at your desk with the other person facing you on the other side, so as to reinforce your authority B. Untrue

A. True

itya Bande

D. Mostly untrue

D. Second to last

- C. Maybe
- E. Mostly true

2. When planning the running order for a meeting is it generally best to put the big important items B. Last

- A. First
- C. In the middle

E. After minute things

- 3. Which one of these is a form of verbal communication?

A. Shaking hands

- B. Talking Professionally
- C. Nodding head
- D. Tapping fingers

4. What should you be doing when listening to someone?

- A. Day dreaming
- B. Talking
- C. Paying attention, asking questions, and giving verbal cues
- D. Walking

5. Select one method of relaying verbal messages:

- A. Talking over the phone
- B. Sleeping
- G. Giving a presentation
- D. Email

6. Which of the following is not a form of verbal communication?

- A. Facial expressions
- B. Face-to-face communication
- C. Talking over the phone
- D. Reading

DIRECTOR Faculty of Management Shivajirao Kadam Institute of Toobhology & Management. Inciore

echnology 8 Shivajirao Kadam institute Management - Technical Campus, INDORE

Anket Singh Sikawar ACROPOLIS TECHNICAL CAMPUS

FACULTY OF MANAGEMENT STUDIES

Soft Skill QUIZ

2017-2018

1. When conducting appraisals or counselling sessions it's best to sit at your desk with the other person facing you on the other side, so as to reinforce your authority B. Untrue A. True D. Mostly untrue C. Maybe E. Mostly true 2. When planning the running order for a meeting is it generally best to put the big important items B. Last A. First D. Second to last C. In the middle E. After minute things 3. Which one of these is a form of verbal communication? A. Shaking hands B-Talking Professionally C. Nodding head D. Tapping fingers 4. What should you he doing when listening to someone? A. Day dreaming B. Talking C. Paying attention, asking cuestions and giving verbal cues D. Walking 5. Select one method of relaying verbal messages: A. Talking over the phone B. Sleeping C. Giving a presentation D. Email 6. Which of the following s not a form of verbal communication? A. Facial expressions B. Face-to-face communication C. Talking over the phone D. Reading

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B. Last D. Second to last ACROPOLIS TECHNICAL CAMPUS FACULTY OF MANAGEMENT STUDIES

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