

## REPORT ON SOFT SKILLS CERTIFICATE COURSE

Don Bosco College started the new academic session of 2021-22 on 1<sup>st</sup> July, where the IQAC organized Soft Skills Certificate Course for the 5<sup>th</sup> Semester students from 1<sup>st</sup> July to 17<sup>th</sup> July. The initiative has been taken with an objective to upgrade and enhance the student's community which will help them in the future. IQAC with the collaboration of Don Bosco Vazhikatti organized this programme, where the personal skills, social skills and employability skills were covered. The Programme starts from 10:00am till 12:15pm. The Certificate course started with an inaugural programme, Ms. Carmila started the programme with Bible reading and prayer, Ms. ZevisanuoKhat gave the welcome address and Introduction of resource person. After which there was Introductory note by Fr. Andrew SDB, Director, Don Bosco Vazhikatti, Chennai Tamil Nadu

During these 15 days' session, the resource persons and the topics that were discussed during the course are, Fr. Andrew, Mr. Mark Anthony and Mr. Arulraj shared on the topic self motivation, employability skills, media awareness: role of social media in career building. Mr. Joseph spoke on Self exploration skills, workplace Etiquette and work life balance. Mr. Einstein spoke on Goal setting, team work and collaboration, handling emotions and stress. Leadership skills, communication skills, Interview skills, Introduction to profile creation: what is Resume/CV was shared by Ms. Jennifer. Decision making and problem solving topic was given by Mr. Leo Levin. Mr. George explained about time management. Mr. Nirmal shared on the topic Creative Thinking, Career Decision making and what after graduation?. Observation skills was given by Mr. Lintu. Mr. Jayaseelan spoke on Job portals, LinkedIn, Career Motivation and has a group discussion with the participants. Mr. Prinson spoke on Profile building, preparing resume and group discussion techniques. People Management Skills was shared by Ms. Sindhu. Mr. Samy spoke on Personal Grooming. Mr. Rabbi spoke on employability challenges and HR interaction on the impact of new age skills in the post Covid Job Market. There was a Mock interview for all the participants and on the last date, the final assessment and e-certificate was given.

The Certificate course was very helpful and informative; Mock Interview has helped the students immensely which will help them in their career building. The Programme ended with valedictory programme Ms. Vilili prayed for the successful conclusion of the programme, after which there was speech on behalf of college by Mrs. Jarani Mao, speech on behalf of students by Mr. Michael and speech on behalf of the resource person by Fr. Andrew SDB. Feedback of the certificate course was given by Ms. Kesinle.

REC

10:48 AM | Soft Skills Certificate Course 5th Semester

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PRO...

Don Bosco Yachhaati


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Kulshrestha P... Zachard Tunjo... Dita Kai PPOCLL...  
Vivi PPOLO4 Chahard P... Vitorid PREGO...  
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REC

10:47 AM | Soft Skills Certificate Course 5th Semester

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Daisy PREGO33 Anel PREGO34 Dalemahua Tamika P... Median Phom PPOLO14 vitorid PREGO58 Wepungu... P... PPOLO... Sanchumb... PPOLO133  
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Unoi Chah... Kharu... PPOLO107 Hector PREDN154 Yachhaati PREGO25 Esther Labunbung P... Thurella PREGO40 Kharu... PREGO38  
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Types of Decision



**Routine and Strategic**

- Decisions are made repetitively following certain established rules, procedures and policies.
- They neither require collection of new data nor conferring with people

**Policy and operating**

- Policy decisions-making is the making of policies and the decisions are made by the Top level managers.
- Operating decisions are taken by lower management in order to put into action the policy decisions.

People

11:15:04

Agia 11:15:03

Allura 11:15:03

Alif 11:15:02

Alif Ajam

Amelia 11:15:04

Anita 11:15:03

Angela 11:15:04

Anita 11:15:04

Anu Sa

Alina 11:15:02

Benchambon 11:15:02

Chul & Tajun 11:15:02

Toniad 11:15:03

Anita 11:15:03

Maria 11:15:03

132 others

You

10:41 AM | szw-qkq-qj8

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REC Karisha Ramakumar is presenting

**SOFT SKILLS TO IMPROVE AND WORK ON IN THE POST COVID WORLD**

- Agility is a key requirement
- Critical thinking and complex problem-solving skills
- Managing people and managing stress

Contoso

People

Mute all

12:09 PM

Chaitou 11:15:05

Chaitou 11:15:02

Chul & Tajun 11:15:03

Diana Komar 11:15:05

Dia Kaji 11:15:01

Dianeswari Toeha 11:15:01

Dika 11:15:02

Dia 11:15:03

Erika 11:15:02

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Karisha Ramakumar

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Eduwoko 11:15:03

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Heningratu 11:15:03

Mulan Perm 11:15:03

12 others

You

12:09 PM | Soft Skills Certificate Course 6th Semester

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