



SILIGURI INSTITUTE OF TECHNOLOGY

Training Report on Soft skill Development

Training Details:

Title of Training: soft skills & life skills

Resource Organization/ Name of Trainer: Vista Mind

Date: 16/8/2016 to 26/9/2016

Venue: SIT Campus

Branches : CSE, IT, ECE, EE & CE (2017 PO)

INTRODUCTION :

Soft Skills are the set of skills that a person should possess in order to face life's daily challenges successfully and to positively adapt to it. This would build the self confidence in an individual to handle life challenges in a more effective manner. In order to visualize a clearer picture on soft skills, let us now look at some more definitions,

1. Soft skills are the behaviors and characteristics that people demonstrate unconsciously and routinely (Daytona Beach Community College)
2. For success in the workplace, the contribution of soft skills is 85% and contribution of technical skills is 15%
3. Soft skills are learned through practice and experience (DDI International)
4. Soft skills will take you higher in your profession while giving you the technical skills to provide an efficient service

This module will introduce several important soft skills that are vital to overcome challenges in life Discuss the importance of soft skills with the participants. Arrange their ideas in an orderly manner.

TRAINING OBJECTIVES

The participants shall be able to achieve the following objectives at the end of this training

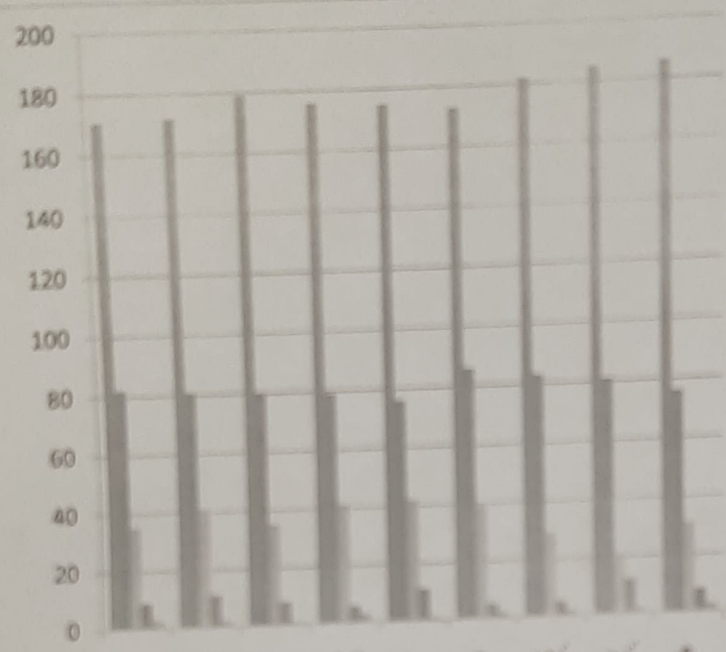
- To build and maintain interpersonal relationships.
- To make meaningful/appropriate decisions
- Efficient Communication
- To influence the professional development
- For effective, efficient and higher performance

Soft Skills Training sessions covered :

- Understand General Expectations from Corporate standpoint • Corporate attire

- Introduction during the interview process
 - Mock Interviews
 - An overview to communication in the interview process
 - Communicate effectively with recruiters
- Methodology**
- Experiential Learning
 - Ample use of role plays
 - Share real life examples, share their experiences and also facilitate discussions to address Students' queries.

Feedback Analysis of the Training on Soft skill :



- Feedback Analysis For Training On Soft skill development program Strongly Agree
- Feedback Analysis For Training On Soft skill development program Agree
- Feedback Analysis For Training On Soft skill development program Neutral
- Feedback Analysis For Training On Soft skill development program Disagree
- Feedback Analysis For Training On Soft skill development program Strongly Disagree

Overall, this is an excellent course
 Had adequate opportunities for questions and ...
 Instructor's explanations were clear and understandable
 There was a collaborative atmosphere in this course
 The evaluation methods used in this course were fair and appropriate
 The physical facilities provided for this course were adequate
 The requirements of the course (projects, papers, exams) were appropriate
 Training was focused to the actual situation at the workplace

[Handwritten Signature]

Placement Department