



# SILIGURI INSTITUTE OF TECHNOLOGY

Training Report on Soft skill Development

## Training Details:

*Title of Training: soft skills & life skills*

*Resource Organization/ Name of Trainer: Career Launcher*

*Date: 19/7/2018 to 24/7/2018*

*Venue: SIT Campus*

*Branches : CSE, ECE, EE, IT & CE (2019)*

## 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 are 85% and contribution of technical skills are 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

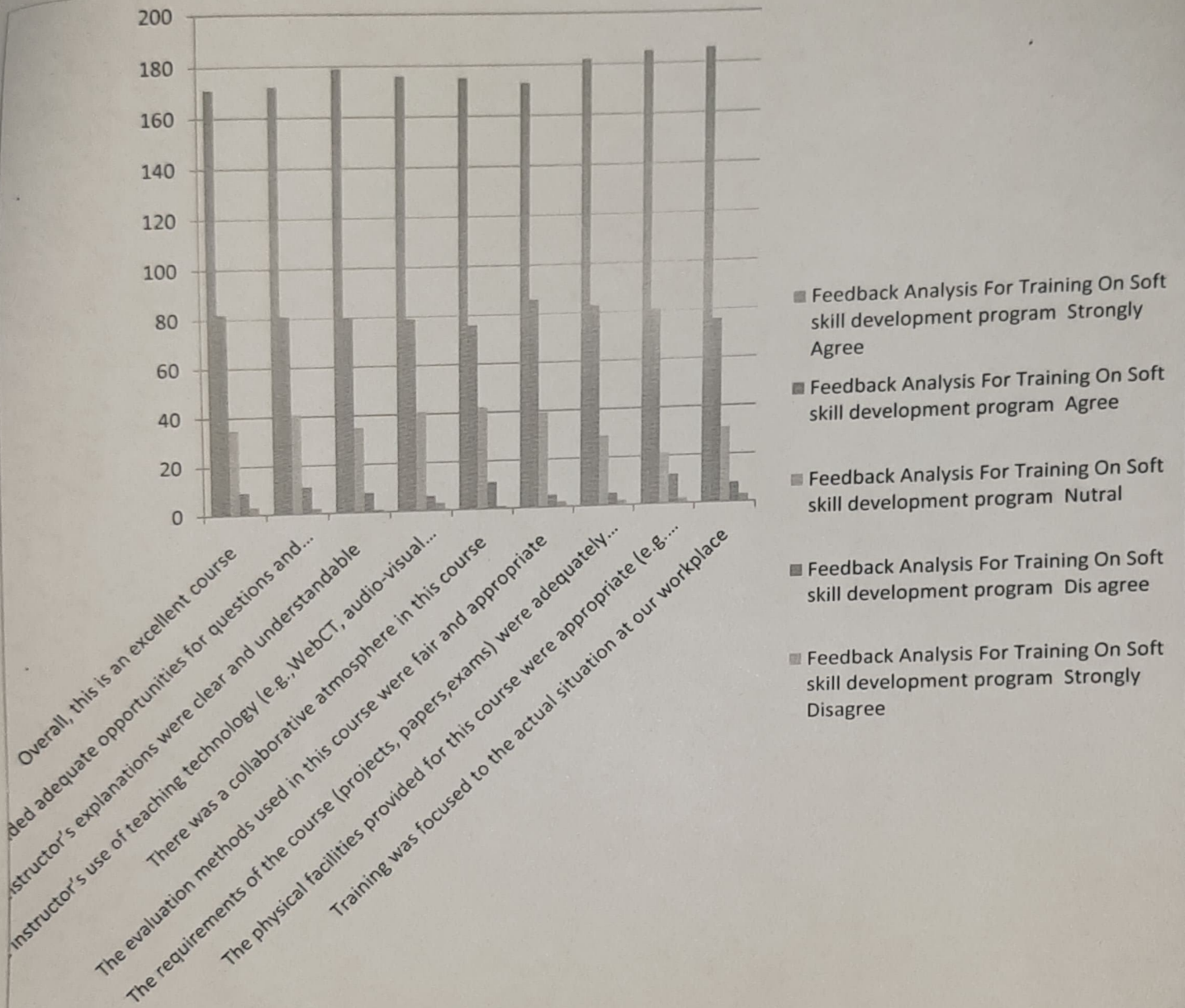
## Methodology

- 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 Development Program :



*[Handwritten Signature]*

Training & Placement Officer,  
Training & Placement Department