

## **Soft Skills Academic Year 2017-18 ODD**

<b>Taking Ownership of academics, career and life</b>	2017-18	07/09/2017 to 20/09/2017
An activity and discussion oriented session to build Ownership in 'Academic course, Career and Life' among the students. The emphasises is on building 'Responsibility and Accountability' in whatever one does. "what it takes to be a professional" is the main outcome of the session.		



<b>Personality development and etiquette</b>	2017-18	21/09/2017 to 27/09/2017
An effort to build Corporate etiquette and Grooming among the students. The importance of portraying one's 'best version' in appearance and etiquette is the focus of the session. Building confidence through proper attire and etiquette is the objective.		



<b>Understanding self for development</b>	2017-18	28/09/2017 to 11/10/17
A skill building session aimed at deeper understanding of self, not only in terms of interests and hobbies but also in terms of corporate expectations. An in-depth learning session with emphasis on SWOT and Emotional intelligence, to recognise and address areas of improvement. The session covers both Ability and Personality quotients to understand self for development.		

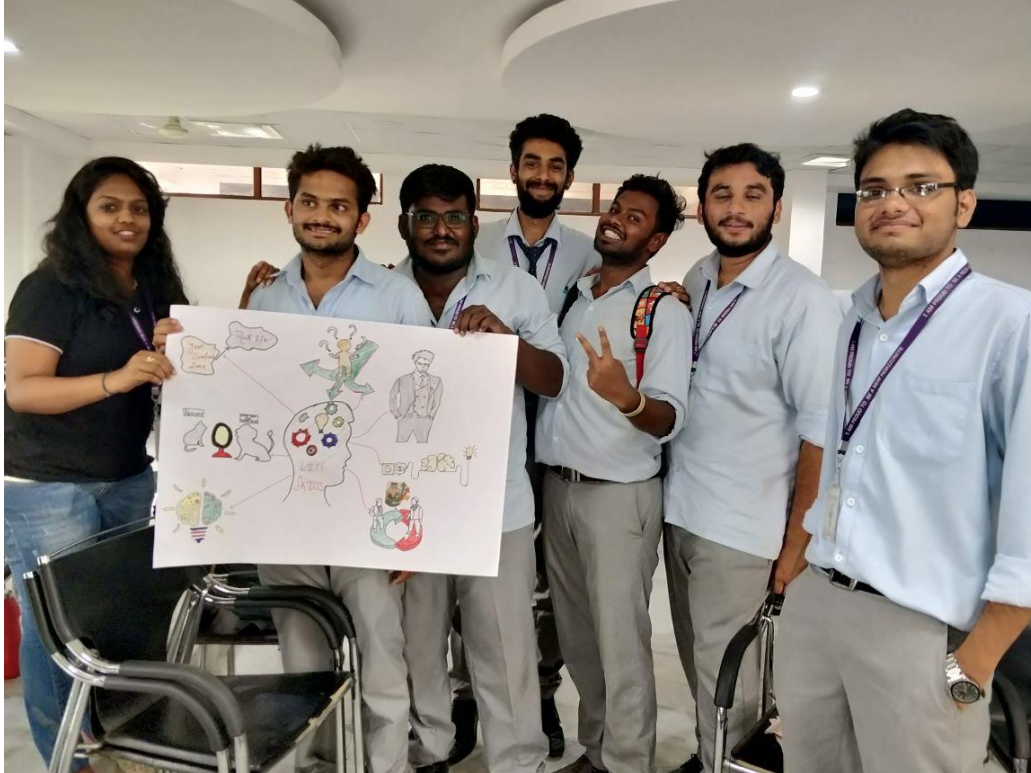


<b>Working in team and Corporate behaviour</b>	2017-18	12/10/2017 to 18/10/2017
An activity oriented session to bring out the significance of working in teams. The idea of 'Contributing towards common objectives and learning through others' thought process 'is the main focus. Corporate expectations in terms of 'acceptance, allegiance, accommodation, continuous learning etc., are touched upon.		





<b>Setting Goals</b>	2017-18	19/10/2017 to 25/10/2017
<p>Understanding the importance of Planning the future and working through the path with well-defined aims and timelines is the objective of the session. Being aware of the available opportunities, choosing the right opportunity and framing SMART goals to achieve the same is the KRA. Setting long term goals for greater achievement and coming out with short term goals to build relevant abilities to achieve the same happens through real time examples and is depicted with the help of 'Mind map'.</p>		



<b>Managing time and stress for better productivity</b>	2017-18	12/10/2017 to 18/10/2017
The challenges of 'getting lost in the process, unmindful of the time limit and not knowing how to manage self when stressed' are addressed through real-time examples. Activities that are time bound and expect extempore actions, play a greater role in managing self in the given time and under stress.		



<b>Group discussion skills</b>	2017-18	19/10/2017 to 09/11/2017
The activity's main focus is to build employability among the students and to prepare them for their recruitment process. Making them understand the parameters of evaluation in GD and giving relevant guidance through Mock GD sessions is the KRA. Activities to build listening skills, generating and expansion of ideas and articulation play a major role in building the required skill.		

