



NEW HORIZON
COLLEGE OF ENGINEERING

New Horizon Knowledge Park, Ring Road, Marathalli
Autonomous College Permanently Affiliated to VTU, Approved by AICTE & UGC
Accredited by NAAC with 'A' Grade, Accredited by NBA

Quality Assurance and Skill Development Center

Training Report on Grooming & Communication Skills For Transport Department



NEW HORIZON
COLLEGE OF ENGINEERING

QUALITY ASSURANCE AND SKILL DEVELOPMENT CENTER

**SOFT SKILLS TRAINING
ON
GROOMING AND WORKPLACE ETIQUETTES**

**PRESENTED BY
MS. GLORY MERCY C
HR TRAINER (QASDC)**



Executive Summary

- This report was prepared to provide management with the outcomes of the recently completed one-hour Grooming and Communication Skills training program for Transport Department on February 11th, 2023 by HR Trainer Dr. Glory Mercy C.
- Communication skills, grooming was improved, resulting in more effective day-to-day management.
- Assist all the staff in Transport department in identifying their strengths and communication abilities.

Objectives

At the end of the session, the participants would be able to:

- Examine their current effectiveness in terms of Listening, Communication, and Grooming.
- Determine appropriate situations and assertive communication techniques.
- Assist faculty members in identifying their strengths and interpersonal skills.
- Recognize the factors that contribute to the growth and impact at work.
- Develop and improve skills to complement good listening and communication skills at work.



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Methodology

- The training was entirely based on activity training.
- Improve your self-control, self-confidence, and self-motivation.
- Develop and maintain a positive mental attitude.
- Control your thoughts; control your mind; control your language and communication skills; and use the Ultimate Success Formula.

Participants should be able to:

- Be more aware of their own level of skills, motives, and drivers with good grooming and communication skills by the end of the session
 - Understand how to prioritize and manage tasks effectively.
- Be familiar with how to better handle themselves and cater to day-to-day functions at work.

Glimpses of the Training





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Icebreaker One: Listening Skills

Purpose

To help participants to be aware of listening skill.

Preparation

None ...on the spot

Activity

Please ask all the participants to stand up. They have to follow the instructions of the trainer. Ask the participants to lift the right hand up and then the left hand up, hold the fist and rotate both the hands faster and faster and place it on your chin whereas the trainer as the participants are observing she will place both the hands on the cheeks and then say statue n freeze. Participants usually observe the trainer and just follow blindly, however, the participants who have the skills are keenly listening and observing they will place the hands on the chin.

Key Learning:

Participants who have the listening skills will think through and follow correctly whereas, the other participants will follow blindly.

Always observe keenly and listen carefully to follow the instruction.

This Activity will take about 5 – 15 minutes, depending on the number of participants.



Icebreaker Two: Rubber band Activity

Purpose

To help participants get to know each other maintain good healthy relationship and inter personal skills

Materials Required

- Pack of Rubber bands

Preparation

None

Activity

Divide the meeting participants into groups of three or four (depending on the number of participants) then ask them to form a circle. Ask all the participant to show thumbs up and the elbow stuck to the body.

Distribute one rubber band to each participant, place one rubber band on one end on the thumb of two participants. Now ask the participants to take 2 steps back, as the rubber band expands the participants will feel the stretch and the pain. Now ask the participants to step out and step in. As they feel the pain, we ask them step in forward as they will feel comfortable.

Key Learning:

The rubber band is often used as an analogy to describe resilient people. The comparison is that the rubber band can get stretched and put under pressure but when it stops being stretched it bounces back to its original size and shape. Elasticity becomes a synonym for resilience.

This is compared to in terms of Relationships and inter personal skills Professionally and Personally. Farther we go we disconnect ourselves, we lose our connections and we don't work together, as we are closely knitted we work together. We care for each other. We collaborate on work, Win-Win situation, as to maintain good healthy relationship and inter personal skills

This icebreaker takes about 5 – 15 minutes, depending on the number of groups.



Icebreaker Three: Paper Tear Activity

Purpose

To assist participants in developing their listening skills

Materials Required

One sheet of plain paper for each participant

Preparation

None

Activity

Distribute one paper to each member of the group. Request that they pay close attention and follow the instructions. The trainer instructs everyone to lift the paper, fold it in half, and tear out the sheet's right edge core.

Later, fold the paper again and tear the left edge corner, then fold the sheet again and tear the right edge corner. When the page is opened, the participant's sheet of paper must resemble the trainer's paper sheet.

There will be a hole in the centre of the sheet of paper.

Key Learning:

To assist participants in developing keen listening skills

This icebreaker lasts 10 to 15 minutes.



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Attendance:

NEW HORIZON COLLEGE OF ENGINEERING
Quality Assurance and Skill Development Center
Soft Skill Training
Attendance Sheet

Grooming and Work Place Etiquettes

Date: 11/2/2023

TRANSPORT Dept.

Time: 12:15pm

Sl.No	Department	Name	Mobile Number	Mail id	Signature
1.		S. DEEPA	8095225057		S. Deepa
2.		Poozini	9900174969		Poozini
3.		Amrutha Rani	997202070		Amrutha
4.		Kalyani	8618579899		Kalyani
5.		Sulochana P	9945166989		Sulochana P
6.		RAVANA	6363451780		Ravani
7.		ANKESHWARI	8618971731		Ankeshwari
8.		SHRAVANI	6361968375		Shravani
9.		VIGNESHWARI	9731213620		Vigneshwari
10.		PADMAVATHI	9535320666		Padmavathi

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Soft Skill Training

Attendance Sheet

Grooming and Work Place Etiquettes

Date: 11/2/2023

TRANSPORT DEPT

Time: 12-1:30pm

Sl.No	Department	Name	Mobile Number	Mail id	Signature
1.		N. SASI KUMAR	8904113325		
2.		M. ANAND	9704841125		
3.		H. NETHALAJA	9449551666		
4.		J. Jayaprakash	6366269499		
5.		RAMESH. M	9590125393		
6.		RANENDRA	9901801717		
7.		VSUV	9481068481		
8.		GOPE. V	9742763060		
9.		MUNIRAJUK	9611964057		
10.		Nagesh	7026021974		
11.		C. Govindaraj	9944224523		
12.		V. RAMESH	9916613840		
13.		GURMURTHY NH	9164458839		
14.		Subramani	9449010589		
15.		KARTHIK	8660768350		
		Kurusothaman. R	7204850316		

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Quality Assurance and Skill Development Center
Soft Skill Training
Attendance Sheet

Grooming and Work Place Etiquettes

Date: 11/2/2023

Transport Dept

Time: 12:13pm

Sl.No	Department	Name	Mobile Number	Mail id	Signature
1.		JAYATHARA	8194913763		Jayathara
2.		GURU DEVI	9036829163	Gur	Gurudev
3.		AMBHIKA	97892613401		Ambika
4.		JYOTHIYAMMA	953851750		Jyothiyamma
5.		SHASHIKALA	6364026376		Shashikala
6.		SALOMI	8951866835		Salomi
7.					
8.					
9.					
10.					

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Learning Feedback:

- We have learnt Responsibility,
- Discipline
- Grooming
- Respect
- Communication what to talk and how to talk and when to talk
- Greet with a smile
- Communication Skills

Conclusion

The one-hour training program helped the Transport staff to enhance their Listening skills and Communicate effectively. This intern helps them in their day to day functions.

Recommendations

The management should schedule more trainings for all the Transport Staff.