



**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 for NHIS Staff**

**on**

**Enhancing Personal Effectiveness**



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**Quality Assurance and Skill Development  
Center- QASDC**

**Soft Skills Training**

**Enhancing Personal Effectiveness**

Presented by  
Dr. Glory Mercy C  
HR Trainer ( QASDC)



## Executive Summary

- ❖ This report was prepared to provide management with the results of the recently completed two-hour Induction Orientation training program conducted on 17th June, 2023 by the HR Trainer Dr. Glory Mercy C on Enhancing Personal Effectiveness. The implemented training plan harvested positive feedback from the participating newly joined Faculty members.
- ❖ The Staff personal confidence and skills were improved which resulted in managing day to day effectively.
- ❖ Help the staff members to identify their strength to enhance to create a brand for self.

## Objectives

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

- ❖ Analyse their current effectiveness in terms of Listening skills and inter personal skills.
- ❖ Identify appropriate situations and techniques for Personal Branding.
- ❖ Help employees to identify their strength and inter personal skills.
- ❖ Recognize the factors that contribute to building personal profile and impact.



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## Methodology

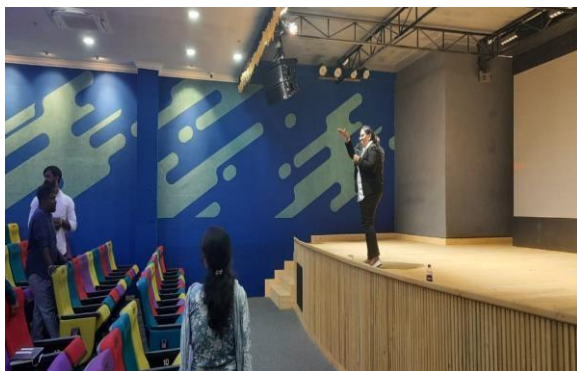
The Training was conducted purely based on Activity trainings to enable fresh recruits.

- ✓ Develop more self-control; self-confidence, self-motivation
- ✓ Create and sustain a positive mental attitude
- ✓ Thought control: control your mind
- ✓ Conversation control: Control your language and communication skills
- ✓ Use the Ultimate Success Formula for Personal Branding

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

- Be more aware of their own level of skills, motives, and drivers with good listening skills
- Learn to be unique and confident to manage tasks effectively
- Be acquainted to handle themselves and have collaborative interpersonal skills

## 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 step 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 resulting in 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 help participants to develop Listening skills

### **Materials Required**

Plain A4 sheet of paper for each participant

### **Preparation**

None

### **Activity**

Distribute one paper to each participant to the whole group. Ask them to listen carefully and follow the instructions. The trainer instructs everyone to lift the paper and fold it into half and tear out the right edge core of the sheet.

Later fold again and tear the left edge corner, then fold the paper again and tear the right edge corner of the sheet. The open the page, the participants sheet of paper has to resemble to the paper sheet of the trainer.

You will have a hole in the middle of the sheet of paper.

### **Key Learning:**

To help participants develop keen listening skills

This icebreaker takes about 10 – 15 minutes.





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Attendance: (NHIS)

## NEW HORIZON COLLEGE OF ENGINEERING Quality Assurance and Skill Development Center

Soft Skill Training

Attendance Sheet

Date: 17-06-2023

Time: 12.00 - 3.30

Sl.No	Department	Name of the faculty	Mobile Number	Mail id	Signature
1.	Admin	Aishwarya Raj	9108554304	aishwaryaraj1679@gsi	
2.	Admin	Vaishnavi V	960640252	vaishnaviv@newhorizoninternational	
3.	Accounts	Manjushra P	9986905139		
4.	- - -	Shanthi			
5.	Admin	GEEPIHA R	9042503194	geethar@newhorizoninternational	
6.	CCTV operator	PRIYA M	8861415146	priyam@newhorizoninternational	
7.	Nursing staff	Mary	9686740297	marymartina1987@gmail.com	
8.	Admin	Gautham SV	9591925896	gauthamSV6@gmail.com	
9.	Admin	Arum Nair	7034430948	arumnair@newhorizonindia.edu	
10.	Administrative	Vinoda Hiremath	7760865383	Vinoda@newhorizoninternational	

Dean - QASDC



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Attendance: ( NHIS)

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

Date: 7-06-2023

Time: 12.00 - 3.00 P.M

Sl.No	Department	Name of the faculty	Mobile Number	Mail id	Signature
1.	HR	INDU	9884203182	indu.shirasubramani@new	su
2.	TPT	NARESH	7892378950	horizoninternational@school.in	
3.	TPT	DINESH	8431889822	Transport@newhorizon.in	
4.	TPT	CHITHRA.C	8892525478	Transport@newhorizoninternational.in	Chithra
5.	TPT	Meenika.Gm	7619263518	Transport@newhorizoninternational.in	meenika
6.					
7.					
8.					
9.					
10.					

Dean - QASDC



**Feedback:**

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

Feedback Form (NHIS)

Date: 17/04/2022

Time: 02:35pm

1. Coverage of Concepts

1

2

3

4

5

2. Examples and Explanations

1

2

3

4

5

3. Pace of Training

1

2

3

4

5

4. Trainer's Preparation for the session

1

2

3

4

5

5. Interaction & Doubts Clarification

1

2

3

4

5

Comments/Suggestions

Session conducted during the night time, not only helped us with communication but also with personal development. I felt motivated, inspired and also understood the way of living life.

1-Below Average, 2-Average, 3-Good, 4-Best, 5-Excellent



**Feedback:**

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

Feedback Form (NHIS)

Date: 17/06/23

Time: 2:34

1. Coverage of Concepts

1       2       3       4       5

2. Examples and Explanations

1       2       3       4       5

3. Pace of Training

1       2       3       4       5

4. Trainer's Preparation for the session

1       2       3       4       5

5. Interaction & Doubts Clarification

1       2       3       4       5

Comments/Suggestions

Honestly loved the session! This was indeed very important for each one of us all very refreshed, loved each and every moment of the session. Hoping for more such sessions & more tips on stress management.  
Lots of love ❤️

1-Below Average, 2-Average, 3-Good, 4-Best, 5-Excellent



## Feedback:

NEW HORIZON COLLEGE OF ENGINEERING  
Quality Assurance and Skill Development Center  
Soft Skill Training  
Feedback Form (NHIS)

Date: 17/06/2023 Time: 02:35 PM

1. Coverage of Concepts

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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2. Examples and Explanations

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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3. Pace of Training

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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4. Trainer's Preparation for the session

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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5. Interaction & Doubts Clarification

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Comments/Suggestions

Appreciate it. Positive attitude, full energetic  
gained many truth & facts of life due to which we  
can moved on and learned not to live in past & not  
to give up, no matter how hard the situations are

1-Below Average, 2-Average, 3-Good, 4-Best, 5-Excellent



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## **Conclusion**

The two hours training program helped the staff members to enhance their confidence level along with listening skills to brand themselves. This also helps them to visualize themselves for next two years.

## **Recommendations**

The management should schedule more training for all the newly joined employee for teaching and non-teaching faculty members to enhance their performance for professional excellence.