



KANDASWAMI KANDAR'S COLLEGE, VELUR, NAMAKKAL  
SOFT SKILL DEVELOPMENT CELL



**SOFT SKILL DEVELOPMENT TRAINING PROGRAMME (2023 – 2024)**

Soft skill is always connected with a person's EQ, social graces, communication, language, personality traits, inter personal skills, managing people, leadership quality etc.

Soft skills contrast to hard skills. Hard skills are teachable abilities that are easy to quantify. Hard skills that include proficiency in a foreign language, a degree or certificate, typing speed, machine operation and computer programming can be listed in the covering letter and on the resume and are easy for the employer or recruiter to recognize.

Soft skills on the other hand are subjective skills that are much order to quantify interpersonal skills that include communication, flexibility, leadership quality, motivation, patience, problem solving abilities, team work, time management, work ethic etc.

In this competitive world students struggle to achieve their professional accomplishments. Our students happen to be part of this world. They have to fight with all these obstacles in their life. So every student must have a strong command in English and must be adept in soft skills along with hard skills. Attitude and positive energy that is needed to every student can be gained with proper soft skill training.

Since the inception of the college English department is associated with soft skill development cell to impart the Soft skill training which includes communication, personal narratives, grammar and vocabulary for the first year students. It makes them realize the significance of English language in the global world. They learn LSRW skills which is in the curriculum from the second year they learn, writing resumes, CV and job application, e-mail writing, group discussion and presentation skill. Through mock presentations every student overcome their fear and develops their personality traits

Soft skill development cell conducted a Work Shop on 27.03.2024 for all final year students.

*Ommy*  
*15/4/24*

DATE

RESOURCE PERSON

TOPIC

27.03.2024

Ms.P.Sujatha, M.A., M.A., M.Phil.,B.Ed.,  
Asst. Prof of English  
Mahendra Arts & Science College,  
Kalipatti, Namakkal (Dt.)

Overall view of Soft Skills

She conducted various soft skill modules for our students like Aptitude test, Confidence building, CV writing, Effective listening skills, Group discussion, Facing interview, Body language, Time and Stress management, etc.

### Soft skill training sessions covered

1. Understand general expectation from corporate stand point.
2. Corporate attire
3. Introduction during interview process
4. Mock interviews
5. An overview to communication in the interview process
6. Communicate effectively with recruiters.





### Methodology

1. Experiential learning
2. Ample use of role plays
3. Share real life examples, share their experiences and also facilitate discussion to address.
4. Student's queries.

At the end of these programmes students gain confidence to understand their quality and their language they get the zeal to work on their weak areas.

R. Kavitha  
Convenor

  
IQAC

  
15/4/24