

**POST GRADUATE AND RESEARCH DEPARTMENT OF
ENGLISH**

DEVA MATHA COLLEGE, KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



**REPORT
ADD-ON COURSE
In**

Know Yourself: An Introductory Course on Soft- Skill Development

Academic Year 2021-22

Know Yourself: An Introductory Course on Soft- Skill Development

Academic year	: 2021-22
Date(s) on which program conducted	: 4 th April 2022- 9 th April 2022
Collaborating agency inside or outside the institute	: Active Minds, Positive mind Builders, Mind clinic for Children and Adults
Beneficiaries	: Students from BA English Language and Literature
Number of teachers coordinated the program	: 1
Number of students participated in the program	: 30

A brief report on program

An Add-on course “KnowYourself: An Introductory Course on Soft- Skill Development” was conducted by the Post Graduate and Research department of English, Devamatha College, Kuravilangad. Mr. Dileep Kaithackal, Director, Active Minds (Positive mind builders) Mind Clinic for Children and Adults, was the resource person of the sessions.

The focus area of the program was the development of public speaking skills among children. Through various activities, the resource person tried to develop the caliber of the students. The self- introduction session was conducted with the idea of how it could be done differently from the traditional method of introduction. Different sessions were organized in the workshop focusing on how to handle a situation properly. Students were given platforms to perform and assess themselves. The students were divided into different groups and given various activities from different areas- communication, motivation, public speaking and goal setting etc.

Course Objectives:

- Focus on strategies and techniques of cracking a Group Discussion to perform well in Group Discussion stage of selection process.
- Describe the preparatory stages of an interview so that a favourable impression can be created in front of the employers.
- Describe various types of job interviews and identify how to present oneself according to the nature of interviews
- Develop interpersonal skills to foster employability aligned to industry demands.

Syllabus Content

Module I

Group Discussion (5 hours)

Characteristics of a Group Discussion- Process of Group Discussion- - Traits to be possessed-Essential requirements- Do's and Don'ts in a GD

Practical Sessions

Module II

CV Preparation (5 hours)

Types- Format- Steps- Components- Do's and Do not's- Language- Style

Personal corrections and advices

Module III-

Interview Training & Interpersonal Skills (5 hours)

Preparation before the Interview

Preparing before an interview- Assess strengths & weakness, likes & dislikes, goals- Preparation for the interview- Research, Practice questions, Dress rehearsal

Preparation during the Interview

Types of interviews- Presenting oneself during the interview- Body Language- Talking and Concluding the Interview- Following up after an interview

Mock Interview

Module 4

Training in Leadership and Motivation (5 hours)

Interactive sessions with Games

Module 5 Public Speaking (5 hours)

Training

Module 6 Goal Setting (5 hours)

Interactive Sessions with Games

Course Outcome

Students become confident and fluent in attending GD's

Students will be motivated and they will overcome the stage fear

Students will be able to face any audience

Students start to use the public platforms to share their ideas freely

Students' List

1	20UG603	FEN SHAJI
2	20UG605	SHIV DUTT SHAJI
3	20UG606	ADITHI R NAIR
4	20UG607	BIBIYA THOMAS
5	20UG608	IRIN ALEX
6	20UG609	KRISHNAPRIYA K DILEEP
7	20UG612	NIYA MARIA THOMAS
8	20UG613	SANEESHA P
9	20UG614	SWATHYLAKSHMI C
10	20UG618	ATHUL RAJ KAMAL
11	20UG620	MIDHUN MATHEW
12	20UG621	RICHU JOMON
13	20UG622	ROSHIN MATHEW
14	20UG624	ADITHYA M NAIR
15	20UG625	ALEENA SUNNY
16	20UG627	AMALA ANN BENNY
17	20UG628	ANEENA THOMAS
18	20UG629	ARSHA ASHOKAN
19	20UG630	CHRISTEENA JOSE
20	20UG631	CIFRIN TRESA JOHN
21	20UG633	ELIZABETH GEORGE
22	20UG634	FATHIMA SAFNA T R
23	20UG635	GAYATHRI V GOPAN
24	20UG636	GEETHU BIJU
25	20UG638	JESSLY P JOSE
26	20UG640	JOSNA JAIMON
27	20UG641	MERIN THOMAS
28	20UG643	RICHA MARY JACOB
29	20UG645	SNEHA ALEX
30	20UG646	VISMAYA VV



Certificate



Brincy Mathew

Dr. Brincy Mathew
Add-on Course General Coordinator



Sunil C Mathew
Principal
Deva Matha College
Kuravilangad - 686 633