

## **Certification Programme**

### **Basics of Soft Skill**

Soft skills are a set of skills that improves and develops our behaviour and personality. Graduates and post-graduates entering the job market can also raise their likelihood of being successful if they possess good communication skills, leadership capabilities, and good interpersonal skills. Soft Skills are the foundation of building good relationships and are integral in one's personal as well as professional life.

#### **❖ Objectives:**

- ✚ To develop effective communication skills (spoken and written).
- ✚ To develop effective presentation skills.
- ✚ To become self-confident individuals by mastering inter-personal skills, team management skills, and leadership skills.

#### **❖ Eligibility:**

- ✚ 12<sup>th</sup> pass from any stream.

#### **❖ Duration:**

- ✚ 3 months duration with 35 Hours.

#### **❖ Highlights:**

- ✚ Adaptability
- ✚ Work Ethics & Team Work
- ✚ Creative thinking and Time Management.
- ✚ Problem solving Skills

#### **❖ Benefits:**

- ✚ Through soft skills training programs, students will be able to better handle interpersonal relationships with a strong sense of empathy.
- ✚ This training program helps to develop all-round personalities with a mature outlook to function effectively in different circumstances