

# **Certificate Course on Soft Skills, Personality Development and Interview Techniques**

**Organized by  
Department of English,  
Jawaharlal Nehru, Arts, Commerce  
and Science College Wadi Nagpur**



**In Association with  
Rotary Ishanya Foundation**

**4<sup>th</sup> October to 13<sup>th</sup> October, 2023**





# TOPICS COVERED

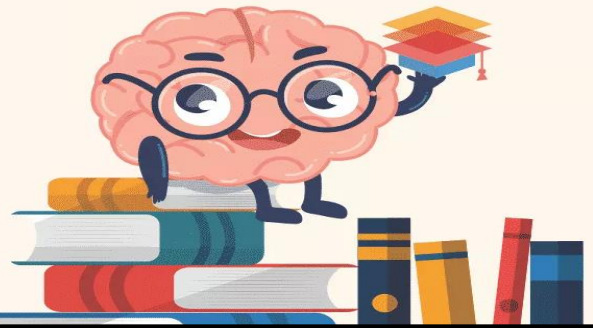
## Communication Skills



## LEADERSHIP SKILLS



## CRITICAL THINKING



## Time Management Skills



## CREAT!VE PROBLEM SOLVING



## CV/RESUME WRITING

Sell Your Skills Like a Pro!



## INTERVIEW TECHNIQUES





04/10/2023

# INAUGURATION FUNCTION



Honourable Principal Dr. Sanjay Tekade ignited the traditional lamp to officially inaugurate the certificate course in soft skills, personality development, and interview techniques.



Mrs. Kusum Daga and Resource person Mrs. Neetu Taori were welcomed by the Principal Dr. Sanjay Tekade. He congratulated the English department for organizing the course and gave the students encouragement.





04/10/2023

## Day 1

# COMMUNICATION SKILLS

## Speaker: Neetu Taori

During her interactive session, Neetu Taori discussed a number of strategies for enhancing communication abilities.

- Practice Empathy
- Keep it Simple
- Use your body
- Don't be afraid of feedback
- Keep an open mind
- Avoid making assumptions

It was taught to the students to introduce themselves. She divided the students into five groups and had them perform a variety of group activities.





05/10/2023

## Day 2



# CREATIVE PROBLEM SOLVING AND TIME MANAGEMENT

## Speaker: Neetu Taori

Mrs. Taori defined creative problem solving on the second day. (CPS) She claimed that when traditional thinking fails, it is a method of resolving issues or spotting opportunities. She assigned an assignment to each group and urged the pupils to think outside the box and come up with creative answers. She also taught time management skills through the exercises, such as goal setting, planning and stress management.

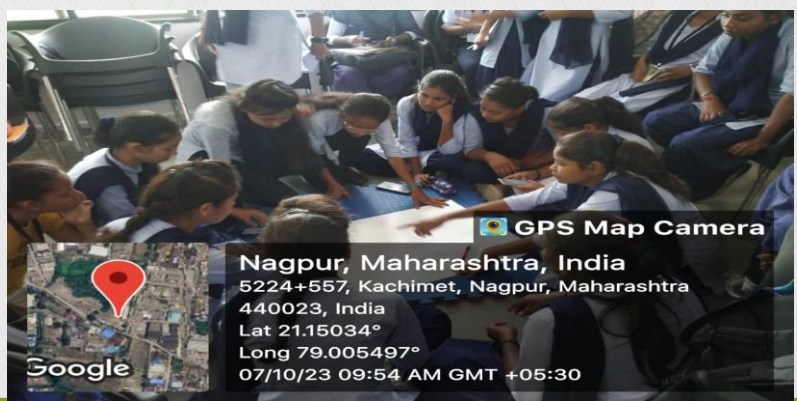




07/10/2023

## Day 3

# Leadership, Teamwork and Critical Thinking



Mrs. Taori, the resource person, used activities to promote students' critical thinking abilities on the third day. The groups that were established on the first day persisted into the third day as well. For the team activities, leaders were developed, and each team was given a distinct task. She imparted teamwork, critical thinking, and leadership abilities to the students through these exercises. Students enjoyed the activities they performed.



09/10/2023

## Day 4

# DEVELOPING SKILLS FOR CV WRITING

## Speaker: Kumar Zilpelwar

On the fourth day, Mr. Kumar Zilpelwar spoke about the five crucial abilities that should be listed on a resume, which are:

1. Time management;
2. Adaptability;
3. Teamwork;
4. Decision-making;
5. Communication.

He went on to elaborate, saying:

- How should a CV be written?
- How to Write a Professional Resume
- How should your CV highlight your skills?





13/10/2023

## Day 5

# INTERVIEW TECHNIQUES

**Speaker: R. J. Aarav**

R. J. Aarav shed insight on the methods used during interviews.

- Make a polite introduction to yourself.
- Shake hands firmly.
- Be professional by wearing appropriate clothing!
- Answers should be succinct and to the point.
- Continue the conversational pace.
- Offer the interviewer nonverbal cues like a smile or a nod.
- Be enthusiastic and maintain a positive outlook.





13/10/2023

# Valedictory Function



Nagpur, Maharashtra, India  
50, Mangalmurti Society, Wadi, Nagpur,  
Maharashtra 440023, India

Mr. Sharad Taori, IQAC Convener, Dr. N. Gharad, Dr. Leena Phate, Dr. Archana Deshmukh and resource person were present for the valedictory function.



President of Rotary Ishanya Mr. Sharad Taori welcomed by IQAC Convener Dr. Narendra Gharad



नागपुर, महाराष्ट्र, भारत  
5224+85R, वाडी, नागपुर, महाराष्ट्र 440023, भारत  
Lat 21.150645°  
Long 79.005627°  
13/10/23 01:55 PM GMT +05:30

Resource Person Neetu Taori was welcomed by Dr. Leena Phate with a floral sapling



Resource person R. J. Aarav was welcomed by Dr. Archana Deshmukh with a floral sapling.



# Certificate Distribution Ceremony



In the valedictory function certificates were distributed to all the resource persons Mrs. Taori, Mr. Zilpelwar and R. J. Aarav for their contribution to the certificate course.



नागपुर, महाराष्ट्र, भारत  
5224+85R, वाडी, नागपुर, म  
Lat 21.150645°  
Long 79.005627°

After recognizing the resource persons, the certificates were distributed to the students who have participated & successfully completed the course. Students also gave their feedback on this occasion.



GPS Map  
Nagpur, Maharashtra, India  
50, Mangalmurti Society, Wadi, Nagpur  
Maharashtra 440023, India  
Lat 21.150904°



GPS  
Nagpur, Maharashtra, India  
50, Mangalmurti Society, Wadi, Maharashtra 440023, India  
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Long 79.006052°  
13/10/23 02:05 PM GMT +05:30



The certificate course on Soft Skills, Personality Development, and Interview Techniques, conducted from October 4th to October 13th, 2023, was successfully completed. The course provided participants with valuable skills and knowledge, enhancing their personal and professional development.



Dr Archana Deshmukh  
Programme Coordinator



Dr Leena Phate  
HOD, English



Dr Sanjay Tekade  
Principal





# Group Photo with Certificates







## प्रतिभाशील विद्यार्थियों को बांटे प्रमाण पत्र 2023

■ वाडी, (सं.) जवाहरलाल नेहरू कला वाणिज्य व विज्ञान महाविद्यालय के अंग्रेजी विभाग तथा रोटरी नागपुर ईशान्य के संयुक्त सहकार्य से सॉफ्ट स्किल, पर्सनैलिटी डेव्लपमेंट तथा इंटरव्यू टेक्नीक विषय पर सात दिवसीय प्रमाणपत्र अभ्यासक्रम प्रशिक्षण का आयोजन किया गया। इसमें विषय तज्ञ मार्गदर्शक नीलू टावरी, कुमार झिलपेवार, आर.जे आरव ने संभाषण कला, संस्थापन कला, मुलाखत कौशल्य, रिड्युम इ. महत्वपूर्ण विषय पर मार्गदर्शन



किया। इस प्रमाणपत्र अभ्यासक्रम प्रशिक्षण में कुल 150 विद्यार्थियों ने भाग लिया। यह अभ्यासक्रम प्रशिक्षण प्राचार्य डॉ. संजय टेकाडे के मार्गदर्शन में अंग्रेजी विभाग प्रमुख डॉ. लीना फाटे, डॉ.

अर्चना देशमुख के क्रियाशीलता से संपन्न हुआ। समन्वयक डॉ. नरेंद्र धारड, कुसुम डागा के हाथों विद्यार्थियों को प्रमाणपत्र बांटे किये गये। आभार डॉ. अर्चना देशमुख ने व्यक्त किया।