



NARAYANA ENGINEERING COLLEGE :: GUDUR

AUTONOMOUS



DEPARTMENT OF PTC

A REPORT
ON
FOUR DAYS TRAINING PROGRAM
"SOFT SKILLS"



Andhra Pradesh
Information Technology Academy (APITA) 

4 Days Training Programme

on

SOFT SKILLS

9.03.2022 to 12.03.222



Mahindra
PRIDE CLASSROOM



NARAYANAENGINEERING COLLEGE :: GUDUR

(Recognized by UGC 2(f) and 12(B), An ISO 9001:2015 Certified Institution,
Approved by AICTE New Delhi & Affiliated to JNTUA Anantapuramu)

(AUTONOMOUS)



Training program on Soft Skills was conducted for 4 Days to 145 final year UG & PG Girls students @ Narayana Engineering College, Gudur, from 09-03-2022 to 12-03-2022. Day 1 inaugural session was started in the auditorium to divide all the students as three batches irrespective of their branches.



Inaugural session Photos at NECG-Auditorium

DAY-1 :

The first day session were conducted in the morning from 9:00 AM to 4:00 PM in three different venues.

VENUE 1:- CSE Seminar Hall

VENUE 2:- MBA Seminar Hall

VENUE 3:- MBA Activity Room

Mr.T.Mithra Manohar, Mr. SK. Mehaboob Shubhani and Mr. N.Jeevan Kumar conducted training classes in three different venues respectively.



Day-1: VENUE 1:- CSE Seminar Hall



Day-1: VENUE 2:- MBA Seminar Hall



Day-1: VENUE 3:- MBA Activity Room

They delivered the sessions as Module wise and spent daily 2 hours on each Module.

9:00AM - 11:00AM : Life Skills - I'm Unique

11:00AM - 11:15AM : Tea Break

11:15AM - 1:15PM : Body Language and Professional Grooming

1:15PM - 2:15PM : Lunch Break

2:15PM - 4:15PM : Digital Identity

They explained how acquiring the skills are crucial for professional as well as personal development. With all the hype around soft skills, it's important to have a solid understanding of what they really are. Soft skills are non-technical skills that impact the way you absorb information, do your day-to-day work, interact with others, solve problems, etc. This broad

category includes interpersonal skills, communication and listening skills, emotional intelligence, time management, empathy, etc.

DAY 2:

The second day session were conducted in the morning from 9:00 AM to 4:00 PM in three different venues.

VENUE 1:- CSE Seminar Hall VENUE 2:- MBA Seminar Hall VENUE 3:- MBA Activity Room



Day-2: VENUE 1:- CSE Seminar Hall



Day-2: VENUE 2:- MBA Seminar Hall



Day-2: VENUE 3:- MBA Activity Room

They delivered the sessions as module wise and spent daily 2 hours on each topic.

09:00 AM - 11:00 AM : Soft Skills – Goal Setting and Time Management

11:00 AM - 11:15 AM : Tea Break

11:15 AM - 1:15 PM : Communication Skills – Professional Communication

1:15 PM - 2:15 PM : Lunch Break

2:15 PM - 4:15 PM : Interview Skills – Job Opportunities.

They explained how to set goals, importance of communication, interview skills and various job opportunities

DAY 3:

The Third day session were conducted in the morning from 9:00 AM to 4:00 PM in three different venues.

Venue 1:- CSE Seminar Hall Venue 2:- MBA Seminar Hall Venue 3:- MBA Activity Room

Mr. T.Mithra Manohar, Mr. SK. Mehaboob Shubhani and Mr. N.Jeevan Kumar conducted training classes in three different venues respectively.



Day-3: VENUE 1:- CSE Seminar Hall



Day-3: VENUE 1:- MBA Seminar Hall



Day-3: VENUE 3:- MBA Activity Room

They delivered the sessions as module wise and spent daily 2 hours on each topic.

9:00AM - 11:00AM : Life Skill – Collaboration Skill

11:00AM - 11:15AM : Tea Break

11:15AM - 1:15PM : Interview Skill – Interview Readiness - 1

1:15PM - 2:15PM : Lunch Break

2:15PM - 4:15PM : Life Skill – Problem Solving

They highlighted on how to collaborate with others , what are the skills required for interview and problem solving skills.

DAY 4:

The fourth day session were conducted in the morning from 9:00 AM to 4:00 PM in three different venues.

VENUE 1:- CSE Seminar Hall

VENUE 2:- MBA Seminar Hall

VENUE 3:- MBA Activity Room

Mr. Mithra Manohar, Mr. SK. Mehaboob Shubhani and Mr. N.Jeevan Kumar conducted training classes in three different venues respectively.



Day-4: VENUE 1:- CSE Seminar Hall



Day-4: VENUE 2:- MBA Seminar Hall



Day-4: VENUE 3:- MBA Activity Room

Training timings on Fourth day:

9:00 AM - 11:00 AM: Interview Skill – Interview Readiness -2. They explained about what is an interview, Tips on interview readiness, How to prepare oneself for an interview and checklist that should be carried to interviews.

Valedictory Function and Prizes Distribution:



Principal's Feedback : Principal Dr. V.Ravi Prasad sir conveyed heartfelt thanks to Sri Sunil Reddy Garu , CEO and also the trainers for taking the pain and pressure to conduct this program successfully.

HOD'S Feedback : HOD Dr.k.V.Nagendra sir conveyed heartfelt thanks to Sri Sunil Reddy Garu , CEO and also the trainers for their hard effort in conducting the classes.

Student's Feedback : All the students were inspired and motivated by the overall training provided by the trainers. They conveyed heartfelt thanks to trainers for imparting such an wonderful training in a practical manner.



Group photo with our beloved Principal sir and Trainers

Different Activities done by Students in 4Days Training Program



***** THE END *****