

Prasanta Chandra Mahalanobis Mahavidyalaya

One Day Workshop on Communication and soft skills development

6th April 2022, Room no.15, 11.00 a.m. onwards

Organized by

Dept. of Human Development

In Collaboration with

Internal Quality Assurance Cell

A One Day Workshop on Communication and Soft Skills Development was organized in the college premises on 06.04.2022 by Dept. of Human Development in collaboration with IQAC of Prasanta Chandra Mahalanobis Mahavidyalaya from 11a.m.-4p.m. with all the Departments (Hons. and General). The no. of participants was 36(Registration done through Google Form and attendance taken manually). Apart from the students of Human Development; other participants were from the Dept. of English, Bengali, Philosophy, Geography and Commerce.

The programme began by addressing the audience and the introduction of the workshop by the programme **host Dr. Nabanita Basu**(Faculty, Dept. of Human Development) followed by felicitation of the Resource Person **Ms. Bhaswati Roy Chowdhury**(An eminent Corporate Trainer). A brief introductory speech by our respected Teacher-in-Charge **Dr. Parthasarathi Dutta** was followed by warm greetings from **Dr. Alpana Roy**(IQAC Co-ordinator and Assistant Professor, Dept. of Geography) emphasizing on the importance of conducting such workshops for the future well being of the students was really an added keynote for the participants.

Our Resource Person Ms. Bhaswati Roy Chowdhury began with the session initially with an introductory session with the students. Next she divided the workshop into two sessions- morning session 11.30-1.30 and afternoon session 2p.m.-4p.m. In the First Session she began with the concept of soft Skills mainly focusing on the difference between hard and soft skills, importance of soft skills at workplace and most sought after soft skills and their application.

The next topic covered was types of Communication and their application at workplace. Besides this she also discussed the concept of interpersonal communication as well as the barriers which hinders the communication process. The students were given some activity on SWOT ANALYSIS (Determining strength, weakness, opportunities, threat of self) which was really very interesting for the students.

With the completion of the first session lunch break was given where some refreshments were arranged for the participants as well as for the Resource Person

The second session covered the following areas- Grooming, Body Language and Public Speaking. Under Grooming mainly the prime areas that were highlighted was corporate

Grooming, components of Grooming, dress code and accessories for workplace and personal hygiene. Moreover, she shared the importance of Body language, its components and application which is equally important in the workplace. The last topic of this session was the most significant part centering on public speaking, it's source, components, how to improve the same as well as it's pros and cons.

A valedictory session of 15 mins was held where the students put forward all their queries related to the workshop and all the doubts as well as the queries were cleared from the end of the Resource Person. After the Valedictory Session the vote of thanks was given by **Dr. Gargi Bhattacharjee** to share the gratitude and pleasing experience of having such an eminent person like her. Finally, certificates were given to the participants.



Felicitation of the Resource Person



The workshop



Introductory Session of the workshop



The audience listening to the workshop

ParthaSarathi Dutta

ParthaSarathi Dutta
Teacher In Charge
PCMM College



Nabanita Basu

DR. NABANITA BASU
Departmental Incharge
Dept. of Human Development



PRASANTA CHANDRA MAHALANOBIS MAHAVIDYALAYA

*IQAC and Dept. of Human Development organizes
One day Workshop on Communication and Soft Skills Development
Time 11a.m.-4p.m. Venue- Room no-15 Date-6.4.2022
Resource Person-Bhaswati Roy chowdhury*