SOFT SKILL FOR SUCCESSFUL CAREER

Soft skill is the ability required and expected from persons for finding a suitable job, its maintenance and promotion





IMPORTANCE OF SOFT SKILL

Soft skill are very important

- To handle interpersonal relations

 To take appropriate decisions

 To communicate effectively

 To have good impression and impact to gain professional development

COMMUNICATION SKILL AS SOFT SKILL

- Effective communication is the

- ·The ability to speak fluently using the right word in the right order is an good
- Message using appropriate vocabulary



BODY LANGUAGE



- Face is the index of the mind and it clearly displays
 the persons interest
 -Body language presents to the audience what we feel
 & think about the particular matter
 Ex: Nodding one's head
 -Body language (e.g. arms crossed, standing, sitting, relaxed)

WRITTEN COMMUNICATION SKILL

- Writing evaluates a person's proficiency indications, spelling grammar etc... Errors committed while writing circulars, eports & agenda considerably spoil the image of because.
- reports & agenda considerably spoil the image of the writer « Good visual presentation using graphics, color, balanced design layout- adds so much to written communication. « Reep handouts and other written materials for your presentation.

THE OXFORD COLLEGE OF PHARMACY 6/9, 1st Cross, Begur Road, Hongasandra, Bangalore - 560068



The Oxford College of Pharmacy, Hongasandra, Bangalore- 560068

SOFT SKILL DEVELOPMENT (Training Programme)

Programme description

The Department of Pharmaceutical Chemistry, The Oxford College of Pharmacy, Bangalore- 560068 Introduces two days training programme on soft skill development. This Soft Skills training programs training imparted to fine-tune the students' attitudes, values, beliefs, motivation, desires, feelings, eagerness to learn, willingness to share and embrace new ideas, goal orientation, flexibility, persuasion, futuristic thinking, diplomacy, and various skill sets of communication, manners, and etiquette so that they will be able to deal with different situations diligently and responsibly. This training programme will be of interest to Pharmacy and Pharm D final year students.

Duration of the Course and Registration

Duration (Two days)	February	
Hours	Five Hours Per Day, Total: 10 Hours	
Timing	10:00 AM to 3:00 PM	

General Information

- This course is offered at no cost. The course is conducted via Power point presentation lectures and classroom discussions to interact with faculty.
- The course consists of approximately 30 hours of lectures of 60 minutes each. The course syllabus, videos, handouts, and other course material will be posted through e-learning modules.
- Although not required, each registered participant is expected to take the online final exam, which
 consists of 30 multiple choice questions.
- An electronic Certificate of Completion is awarded to each registered participant who achieves a score of 75% or higher on the final exam.
- 5. There is no academic credit offered for this course.

PRESENTATION SKILLS



- Presentation skills include planning, preparation & delivery of the message
- · Making a formal speech is one form of presentation
- Presentation skills can be broadly categorized into physical oral, & electronic

Success in life depends on presenting ideas in an appropriate manners

- Look at the eyes of audience & speak in a natural,
- Appropriate voice will make the presentation effective and interesting
- Ask for feed back from your audience about your presentation & change accordingly
- In presentation especially, stop occasionally to ask the audience understand what you have said

TEAM WORK



- People of either gender, different age groups, qualification, status & skills work as a team with a common objective of accomplishing the task
- The success of any organization largely depends on in the coordinated efforts of its employees
- It mainly refers to the agreeableness & cooperation among the team members

PROFESSIONAL ETHICS

- a Professional othics is the need of the hour in India
- When a person is at the work spot, he must think of his work only
- . He must put his heart & soul into the work
- Each employee is a organic part of the organization & must strive to contribute his mite to the successful functioning of the organization

INTERPERSONAL SKILLS

- Man is a social animal & his success in life largely depends on his relationship & interaction with others
- We must respect the views & sentiments of others.
- When we want to differ their views, we must very politely give hints to them without wondering their feelings

TIME & STRESS MANAGEMENT

- → Prioritize the work & schedule your time
- Impotent work should be allotted more time & taken no first
- Listening to classical music & practicing Yoga will considerably reduce the physical, emotional & mental stress of an individual

THE OXFORD COLLEGE OF PHARMACY 6/9, 1st Cross, Begur Road, Hongasandra, Bangalore - 560068

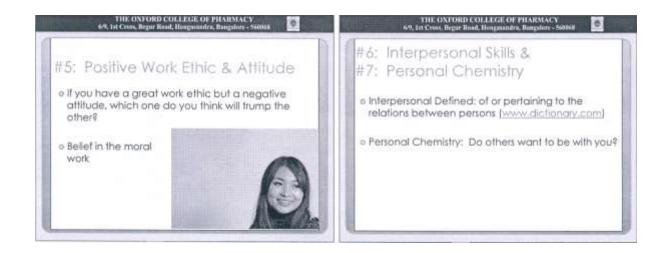


Aim and Objectives

The objectives of the Skills Soft Training Workbook are to give each student a realistic perspective of work and work expectations, to help formulate problem solving skills, to guide students in making appropriate and responsible decisions, to create a desire to fulfil individual goals, and to educate students about unproductive thinking, self-defeating emotional impulses, and self- defeating behaviours.

Aim of such programs is that the students should be able to:

- i) Develop effective communication skills
- ii) Develop effective presentation skills.
- iii) Conduct effective business correspondence and prepare business reports which produce results.
- Become self-confident individuals by mastering inter-personal, team management, and leadership skills.
- Develop all-round personality with a mature outlook to function effectively in different circumstances.
- Develop broad career plans, evaluate the employment market, identify the organizations to get good placement, match the job requirements and skill sets.
- vii) Take part effectively in various selection procedures adopted by the recruiters.







SOFT SKILL DEVELOPMENT

Schedule For Two Days 04-05 April 2013

DAY	TIME	SCHEME/ PROGRAMMES	
Day -1	10:00-10:30 AM	Inauguration and Formal Introduction	
	10:30-11:30 AM	Preamble session	
04-04-2013	11:30-12:00 PM	Lunch	
04-04-2015	12:00-1:00 PM	Lecture-1 & Discussion	
	01:00-1:15 PM	Tea break	
	01:15-3:00 PM	Lecture-2 & Discussion	
	10:00-11:30 AM	Mock sessions	
	11:30-12:00 PM	Lunch	
Day-2	12:00-1:00 PM	Mock sessions	
05-04-2013	01:00-1:15 PM	Tea break	
	01:15-2:30 PM	Mock sessions	
	2:30-3:00 PM	Valedictory	

Principal

:

Dr. M.Padmaa Paarakh

Convener

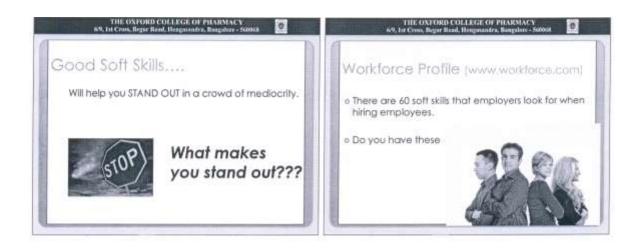
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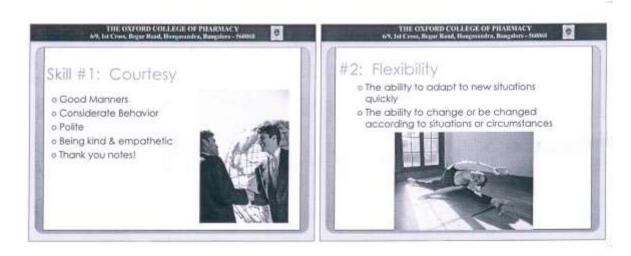
Dr. Shivajothi

Co-ordinator

72

Mrs. Rekha Parmesh











Lecture Plan & Workshops For Two Days 04-05 April 2013

DAY	TRAINER	TIME	SCHEME/ PROGRAMMES
		10:00-10:30 AM	Inauguration and Formal Introduction
		10:30-11:30 AM	Career Prospectus for Pharma. Students/ Where to Go? & What to do?
	Dr. Shivajothi		Job Opportunities
			Selection of Proper Job & Industry
		11:30-12:00 PM	Lunch
	Day -1 Ms. Rekha 01:00-2:00 PM Higher education after B.Pharm in	Higher education after B.Pharm in India and Abroad	
04-04-2013		Tea break	
			Types of Interviews
		01:15-3:00 PM	Resume Writing & Understanding
	Dr. Shivajothi		E-mail Etiquette
	Dr. Shirtgoini		Grooming/Dress Code
			Communication Skills
			SWOT Analysis
		10:00-11:30 AM	Mock sessions
		11:30-12:00 PM	Lunch
Day-2	Dr. Shivajothi	12:00-1:00 PM	Mock sessions
NAME OF THE PARTY	01:00-1:15 PM	Tea break	
		01:15-2:30 PM	Mock sessions
	Chaired by Respective Principal Madam	2:30-3:00 PM	Valedictory

Leadership communication skills

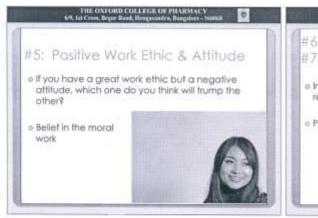
- Leaders, executives & managers need to be very clear about what they
- · Trust your self
- · Keep smiling
- · Share & stay together

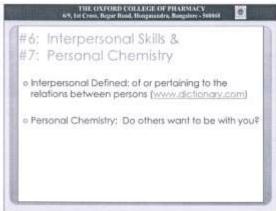


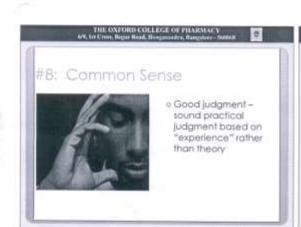
- Accept responsibility for your self & your actions



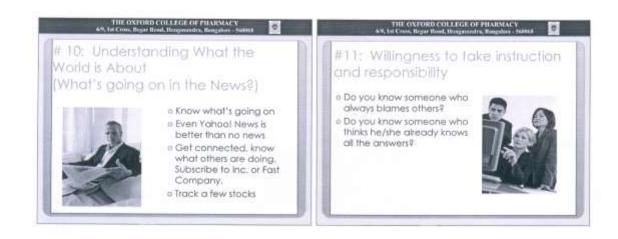






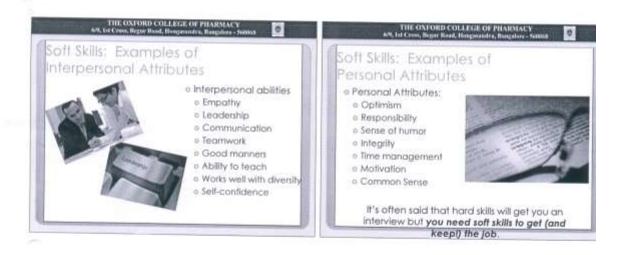


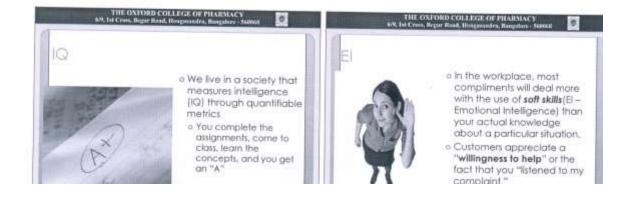




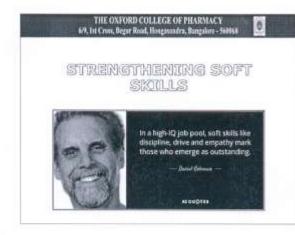
DAY	TRAINER	TIME	SCHEME/ PROGRAMMES
		10:00-10:30 AM	Inauguration and Formal Introduction
	to nemotion to Many	10:30-11:30 AM	Career Prospectus for Pharma. Students/ Where to Go? & What to do?
	Dr. Shivajothi		Job Opportunities
			Selection of Proper Job & Industry
D		11:30-12:00 PM	Lunch
Day -1 04-04-2013	Ms.Rekha	01:00-2:00 PM	Higher education after B.Pharm in India and Abroad
04-04-2015	Parmesh	01:00-1:15 PM	Tea break
		01:15-3:00 PM	Types of Interviews
			Resume Writing & Understanding
	Dr. Shivajothi		E-mail Etiquette
	Dr. Sittragotite		Grooming/Dress Code
			Communication Skills
			SWOT Analysis
		10:00-11:30 AM	Mock sessions
		11:30-12:00 PM	Lunch
Day-2	Dr. Shivajothi	12:00-1:00 PM	Mock sessions
05-04-2013	01.00 1.15 014	Tea break	
		01:15-2:30 PM	Mock sessions
Pi	Chaired by Respective Principal Madam	2:30-3:00 PM	Valedictory







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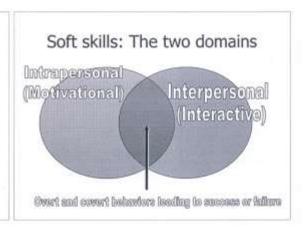


Soft skills are also referred to as

- · Employability skills
- Key skills
- Core skills
- Interpersonal skills
- Transferable skills

Soft skills defined ...

 Skills, abilities and traits that pertain to personality, attitude and behavior



Examples of Interpersonal (interactive) soft skills ...

- Team work
- · Relationship-building
- Adaptability
- · Written and oral communication
- Friendliness
- Attire
- Grooming

Examples of Intrapersonal (motivational) soft skills

- · Planning/ organizing
- Taking initiative
- · Problem solving
- · Showing enthusiasm
- Stress tolerance
- Dependability
- · Creative thinking and innovation
- Time management
- · Willingness to learn
- Coachability





SOFT SKILL DEVELOPMENT

Schedule For Two Days 03-04 April 2014

DAY	TIME	SCHEME/ PROGRAMMES
	10:00-10:30 AM	Inauguration and Formal Introduction
D. I	10:30-11:30 AM	Preamble session
Day -1 03-04-2014	11:30-12:00 PM	Lunch
03-04-2014	12:00-1:00 PM	Lecture-1 & Discussion
	01:00-1:15 PM	Tea break
	01:15-3:00 PM	Lecture-2 & Discussion
	10:00-11:30 AM	Mock sessions
	11:30-12:00 PM	Lunch
Day-2	12:00-1:00 PM	Mock sessions
04-04-2014	01:00-1:15 PM	Tea break
	01:15-2:30 PM	Mock sessions
	2:30-3:00 PM	Valedictory

Principal

: Dr. M.Padmaa Paarakh

Convener

: Dr. Shivajothi

Co-ordinator

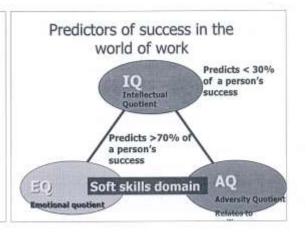
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Mrs. Rekha Parmesh

Importance

- Employers criticize university output as having their heads full of theories, concepts and principles but graduates are often ill-equipped to deal with real life situations
- 'Soft skills are a lot harder to teach in the world of work'

Wall Street Journal Article, 2002



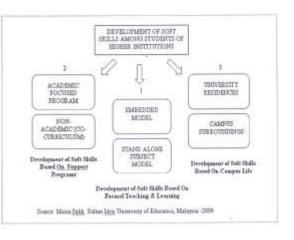
Targeting soft skills

- Inclusion of career guidance in academic program
- · Outward bound training (Experiential learning)
- Debates/ public speaking competitions/ Toastmasters Club
- Strengthening of student societies
- Competitions for projects displaying innovative thinking and team work
- Mentoring programs within and outside the system (limited numbers)

Targeting soft skills in academic programs

- · Lectures/ workshops on campus
 - Time management
 - Stress management
 - · Conflict resolution/ negotiation/ mediation
 - · Effective presentations
 - · Assertive behavior
 - Understanding teamwork
 - · Covey's 7 habits of effective people
 - · CV writing and interview facing (in the last year)









Lecture Plan & Workshops For Two Days 03-04 April 2014

DAY	TRAINER	TIME	SCHEME/ PROGRAMMES
		10:00-10:30 AM	Inauguration and Formal Introduction
	Dr. Shivajothi	10:30-11:30 AM	Career Prospectus for Pharma, Students/ Where to Go? & What to do?
			Job Opportunities
			Selection of Proper Job & Industry
		11:30-12:00 PM	Lunch
Mr. Kekna	Higher education after B.Pharm in India and Abroad		
03-04-2014	Parmesh	01:00-1:15 PM	Tea break
	Dr. Shivajothi		Types of Interviews
		01:15-3:00 PM	Resume Writing & Understanding
			E-mail Etiquette
			Grooming/Dress Code
			Communication Skills
			SWOT Analysis
		10:00-11:30 AM	Mock sessions
		11:30-12:00 PM	Lunch
Day-2	Dr. Shivajothi	12:00-1:00 PM	Mock sessions
Day-2 04-04-2014		01:00-1:15 PM	Tea break
04-04-2014		01:15-2:30 PM	Mock sessions
	Chaired by Respective Principal Madam	2:30-3:00 PM	Valedictory

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SOFT SKILL DEVELOPMENT

Schedule For Two Days 01-02 April 2015

DAY	TIME	SCHEME/ PROGRAMMES
Day -1	10:00-10:30 AM	Inauguration and Formal Introduction
	10:30-11:30 AM	Preamble session
01-04-2015	11:30-12:00 PM	Lunch
01-04-2015	12:00-1:00 PM	Lecture-1 & Discussion
	01:00-1:15 PM	Tea break
	01:15-3:00 PM	Lecture-2 & Discussion
	10:00-11:30 AM	Mock sessions
	11:30-12:00 PM	Lunch
Day-2	12:00-1:00 PM	Mock sessions
02-04-2015	01:00-1:15 PM	Tea break
1	01:15-2:30 PM	Mock sessions
	2:30-3:00 PM	Valedictory

Principal

290

Dr. M.Padmaa Paarakh

Convener

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Dr. Shivajothi

Co-ordinator

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Mrs. Rekha Parmesh





Lecture Plan & Workshops For Two Days 01-02 April 2015

DAY	TRAINER	TIME	SCHEME/ PROGRAMMES
		10:00-10:30 AM	Inauguration and Formal Introduction
		10:30-11:30 AM	Career Prospectus for Pharma, Students/ Where to Go? & What to do?
	Dr. Shivajothi		Job Opportunities
			Selection of Proper Job & Industry
tion and		11:30-12:00 PM	Lunch
Day -1	Ms.Rekha 01:00-2:00 PM 11880 Cancellon ages 21.01	Higher education after B.Pharm in India and Abroad	
01-04-2015		01:00-1:15 PM	Tea break
	Dr. Shivajothi	01:15-3:00 PM	Types of Interviews
			Resume Writing & Understanding
			E-mail Etiquette
			Grooming/Dress Code
			Communication Skills
			SWOT Analysis
		10:00-11:30 AM	Mock sessions
		11:30-12:00 PM	Lunch
D 2	Dr. Shivajothi	12:00-1:00 PM	Mock sessions
Day-2 02-04-2015 Chaired by Respective Principal Made		01:00-1:15 PM	Tea break
		01:15-2:30 PM	Mock sessions
		2:30-3:00 PM	Valedictory

SOFT SKILL DEVELOPMENT

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SOFT SKILL DEVELOPMENT

Schedule For Two Days 04-05 April 2016

DAY	TIME	SCHEME/ PROGRAMMES
Day -1	10:00-10:30 AM	Inauguration and Formal Introduction
	10:30-11:30 AM	Preamble session
04-04-2016	11:30-12:00 PM	Lunch
	12:00-1:00 PM	Lecture-1 & Discussion
	01:00-1:15 PM	Tea break
	01:15-3:00 PM	Lecture-2 & Discussion
	10:00-11:30 AM	Mock sessions
	11:30-12:00 PM	Lunch
Day-2	12:00-1:00 PM	Mock sessions
05-04-2016	01:00-1:15 PM	Tea break
	01:15-2:30 PM	Mock sessions
	2:30-3:00 PM	Valedictory

Principal

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Dr. M.Padmaa Paarakh

Convener

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Dr. Shivajothi

Co-ordinator

2

Mrs. Rekha Parmesh



THE OXFORD COLLEGE OF PHARMACY, BANGALORE

SOFT SKILL DEVELOPMENT

Schedule For Two Days 04-05 April 2016





Lecture Plan & Workshops For Two Days 04-05 April 2016

DAY	TRAINER	TIME	SCHEME/ PROGRAMMES
Day -1 04-04-2016	Dr. Shivajothi	10:00-10:30 AM	Inauguration and Formal Introduction
		10:30-11:30 AM	Career Prospectus for Pharma. Students/ Where to Go? & What to do?
			Job Opportunities
			Selection of Proper Job & Industry
		11:30-12:00 PM	Lunch
	Ms.Rekha Parmesh	01:00-2:00 PM	Higher education after B. Pharm in India and Abroad
		01:00-1:15 PM	Tea break
	Dr. Shivajothi	01:15-3:00 PM	Types of Interviews
			Resume Writing & Understanding
			E-mail Etiquette
			Grooming/Dress Code
			Communication Skills
			SWOT Analysis
Day-2 05-04-2016	Dr. Shivajothi	10:00-11:30 AM	Mock sessions
		11:30-12:00 PM	Lunch
		12:00-1:00 PM	Mock sessions
		01:00-1:15 PM	Tea break
		01:15-2:30 PM	Mock sessions

HE OXFORD COLLEGE OF PHARMACY, BANGALORI

SOFT SKILL DEVELOPMENT

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SOFT SKILL DEVELOPMENT

Schedule For Two Days 03-04 April 2017

DAY	TIME	SCHEME/ PROGRAMMES
	10:00-10:30 AM	Inauguration and Formal Introduction
	10:30-11:30 AM	Preamble session
Day -1	11:30-12:00 PM	Lunch
03-04-2017	12:00-1:00 PM	Lecture-1 & Discussion
	01:00-1:15 PM	Tea break
#	01:15-3:00 PM	Lecture-2 & Discussion
Day-2 04-04-2017	10:00-11:30 AM	Mock sessions
	11:30-12:00 PM	Lunch
	12:00-1:00 PM	Mock sessions
	01:00-1:15 PM	Tea break
	01:15-2:30 PM	Mock sessions
	2:30-3:00 PM	Valedictory

Principal

:

Dr. M.Padmaa Paarakh

Convener

82

Mrs. Sheela Verma

Co-ordinator

Mrs. Anjali Nayak





Lecture Plan & Workshops For Two Days 03-04 April 2017

DAY	TRAINER	TIME	SCHEME/ PROGRAMMES
Day -1 03-04-2017	Mrs. Sheela Verma	10:00-10:30 AM	Inauguration and Formal Introduction
		10:30-11:30 AM	Career Prospectus for Pharma. Students/ Where to Go? & What to do?
			Job Opportunities
			Selection of Proper Job & Industry
		11:30-12:00 PM	Lunch
	Mrs. Anjali Nayak	01:00-2:00 PM	Higher education after B.Pharm in India and Abroad
		01:00-1:15 PM	Tea break
	Mrs. Sheela Verma	01:15-3:00 PM	Types of Interviews
			Resume Writing & Understanding
			E-mail Etiquette
			Grooming/Dress Code
			Communication Skills
			SWOT Analysis
	Mrs. Sheela Verma	10:00-11:30 AM	Mock sessions
Day-2 04-04-2017		11:30-12:00 PM	Lunch
		12:00-1:00 PM	Mock sessions
		01:00-1:15 PM	Tea break
		01:15-2:30 PM	Mock sessions
	Chaired by Respective Principal Madam	2:30-3:00 PM	Valedictory

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09	Docpies Sharma	Duppen chances	
10	C.R. Hancosh Shapma	G. R. Hanceah shorma	
11	Dip Jyothi Borah	DIP JUSTAIR	
12	I. Mohan Daresh	I mohen Res	
13	kavilla 1	Al	
14	kavya. V	tendry, 1	
15	Keran Ann Koshy =	Kindukus	
16	Mohammad sadig Mulla	Mohammerd	
17	Nikhath chanthini	Not hotha Char	
(8	Pawan kumay	Pawan Lumur	
19	Pravech R.S	Resol.	
20	Rokha Devi	Land	
21	Sasi Kymas. 3	carifas	
રીચ	sindiga.c	sindyce	
23	Suthi-s	Smitt S	
24	Shahbab		