



DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

Thoraipakkam, Chennai – 600 097

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DEPARTMENT OF MANAGEMENT STUDIES

Organizes

Online Day3 Orientation Programme

SOFT SKILLS TRAINING

On 31st Sep2020 @3.00 Pm



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SOFT SKILL TRAINING

- Orientation means position or situation.
- Just like bridge course, soft skill training for the students taking an advanced course for the first time

SOFT SKILLS

- The feelings of joy, sorrow, happiness, grief, pain and other expressions are called soft skills.

HARD SKILLS

- The work we do, the job we get are called hard skills

VARIOUS SKILLS

- In this orientation programme we give soft skills training. Its because of the purpose to build
 - 1) **Communicative skills**
 - 2) **Etiquette and diet**
 - 3) **Body language**
 - 4) **Stress management**
 - 5) **Time management**

- 6) **Self confidence**
- 7) **Positivity**
- 8) **Self motivation**
- 9) **Born to live**
- 10) **Ethical and Spiritual skills**

➤ We, **THE DEPARTMENT OF ENGLISH** are Taking Soft Skills Paper 1- Essentials of language and communication skills

Soft Skills Paper 2- Essentials of spoken and presentation skills

➤ **ENGLISH LANGUAGE**

This is need for this hour. Through language we communicate. Language is necessary. Tamil is our mother tongue. It has 247 letters English has 26 letters only.

But we feel English very difficult to learn.

Let me say, please change your mind set.

‘ Practise makes a man perfect’ .

Keep on practising. Learn English as a global language, which highly official.

1) **COMMUNICATIVE SKILLS**

- First open your mouth widely.
- Read Aloud.
- Read and Watch - Books and Movies.
- Have positive thought.
- Don't use Tunlish.

2) **ETIQUETTE AND DIET**

Etiquette means social behaviour which governs the society.

- Maintain proper dress code.
- Speak kindly.
- Managing the time properly.
- Avoid gossiping.
- Say Thankyou.

DIET

- Don't skip
- Eat your food on time
- Have healthy food.
- Drink 8 litres of water a day
- Morning break fast eat like a king, lunch eat like a prince, Night eat like a beggar.

3) BODY LANGUAGE

- More than 30% of the words, our body language speaks 70% .
- Gestures
- Facial expressions
- Various forms
- Important in our jobs skills

4) STRESS MANAGEMENT

- Have fun
- Relax
- Be the Problem solvers
- Change your mind set
- Have entertainment

5) TIME MANAGEMENT

- Fix a timetable
- Make a plan
- Be punctual
- Reach before 30 minutes
- Don't Say lame excuses

6) SELF CONFIDENCE

- Know your strength
- Don't expect
- Respect others
- Believe your self
- Have comfort

7) POSITIVITY

- Erase your negative thoughts
- Hear motivational talk
- Believe yourself
- Enrich
- Don't giveup

8) SELF MOTIVATION

- Have mental strength
- Motivate yourself
- Don't depend on others
- Find happiness
- Always say 'I will do'

9) BORN TO LIVE

- Face all a problems
- Be bold
- Life is to live
- Don't commit suicide
- Make senses right (Eg- Chetan Bhagat Life)

10) ETHICAL AND SPIRITUAL SKILLS

- Do good, Coward is a sin
- Follow good manners
- Believe in god
- Have fear of god
- Follow one religion (Swami Vivekananda)

➤ CONCLUSION

Individuals as students should still look forward to improve communicative skills to build meaningful relationships.

On the whole SOFT SKILLS are broadly applicable to all your career and it's a combination of people skills, social skills and emotional intelligence.

**Its often said that HARD SKILLS
will get you an interview**

**But
you need SOFT SKILLS to
get and keep the jobs.**

