



## ST. ANN'S COLLEGE FOR WOMEN

(Autonomous)  
Affiliated to Osmania University  
Accredited A+ Grade by NAAC (3<sup>rd</sup> Cycle), College with Potential for Excellence by UGC  
ISO 9001 : 2015 ISO 14001 : 2015  
Santoshnagar colony, Mehdiapatnam, Hyderabad - 500 028.

### Soft Skills

2018- 2019

S.No.	Name Of the Capability Enhancement Program	Date Of Implementation (DD/MM/YY)	No. Of Students Enrolled	Name Of the Agencies / Consultants
1	Session on Self-esteem & Confidence Building	29.6.2018	250	Ms. Joy Shruthi, Mr. Hayden, Brazen Grace Fellowship, Chikoti Gardens, Astelia Ph: 990806197
2	Ability Enhancement Compulsory Course (AECC) : Finishing school	30.06.2018	982	Dr. Prathyusha 8978955543 Ms. Saritha samuel 9866094540 Dr. Revathi 9494231772 Ms. Rashmi 9676692418, Ms. Sreevani 9000087470, Dr. Kanaka 9440885479 Department of English, St. Ann's College for Women
3	Career Oriented Course – Women Career and Growth	04.07.2018	40	Ms . Aishwaria Lal– Freelancing Trainer Ph: 9885769210
4	Session on Achieve your dream	05.07.2018	227	Ms . Aishwaria Lal– Freelancing Trainer Ph: 9885769210
5	Masters in Add on courses (MAOC)	06.08.2018	234	Dr. Prathyusha 8978955543 Ms. Saritha samuel 9866094540 Dr.



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	<b>-Communicative English and Soft Skills</b>			<b>Revathi 9494231772 Ms. Rashmi 9676692418, Dr. Kanaka 9440885479, Department of English, St. Ann's College for Women</b>
<b>6</b>	<b>Session on Goal setting</b>	<b>02.08.2018</b>	<b>29</b>	<b>Ms . Aishwaria Lal- Freelancing Trainer Ph: 9885769210</b>
<b>7</b>	<b>Session on Globalization &amp; Skill Development</b>	<b>03.08.2018</b>	<b>81</b>	<b>Dr. Lakshmi Mantha -Faculty, Center for English Language Teaching, Osmania University Ph: 9849752655</b>

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### **Self-Confidence and Confidence Building** Report

**Date:** 29.6.18

**Resource Person:** Ms. Joy Shruthi, Mr. Hayden, Brazen Grace Fellowship, Chikoti Gardens, Australia.

**Venue:** Quadrangle

**No. of Students:** 250

**Target Group:** BA, B.com, BBM, BSc I, II & III year

#### **Objective:**

For helping the students to achieve personal and professional goals, to prepares them for facing the challenges of life and for cultivating a positive attitude.

#### **Summary:**

The Session started with the prayer and was followed by the introduction of the Guest speakers, Ms Joy Shruthi, an alumna of our college, with her team member, Mr Hayden, from Australian Team; our HOD presented green greetings to the guest speakers in honour of their work. The workshop proceeded with the saying of The Bible and prayer.

Then, Ms Joy Shruthi started the discussion and gave the inputs on 'Self-Confidence'. She stated that self-confidence is an attitude about our skills and abilities. It means that we have accepted and trusted ourselves and know our strengths and weakness well; by the self -confidence we can set our goals, communicate assertively, and handle criticism. Moreover, said ways to gain self-confidence.

After Ms Joy Shruthi, her team member Mr Hayden also enlightened the students on 'motivation' and stated that motivation denotes a person's needs, desires, wants or urges. It is the process of motivating individuals to take action in order to achieve a goal. Moreover lastly, the feedback forms were given to the students.




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**Outcome:** The workshop ended with great applause for the members, the faculty, and our honorable resource persons. The Session was very informative and students were enlightened on Self-Confidence and Motivation. The workshop inspired the participants for gaining self-confidence and motivation for the challenges of life.



  
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## **Ability Enhancement Compulsory Course (AECC) - Finishing School Report**

**Date:** 30/06/2018

**Name of the resource person:** Ms. Saritha, Ms. Rashmi, Ms. Sreevani, Dr.Kanaka, Dr.Prathyusha and Dr. Revathi

**Venue:** Department of English, St. Ann's College for Women

**No. of Students:** 982

### **Objectives:**

1. EC - To equip women students with essential training on all aspects of Communication
2. CR – To equip the students with a basic awareness of essential skills requirements in a professional environment.

**Summary:** The Finishing School Course aims to equip women students with essential training on all aspects of communication and soft skills to make them industry-ready. This report highlights the various activities conducted during the course to enhance the students' communication and soft skills. The hands-on experience provided to the students included group discussions, debates, and mock interviews, along with other activities focused on developing their interpersonal abilities and professional acumen.

1. Group Discussions: Group discussions were organized regularly to encourage students to share their ideas, thoughts, and opinions on various topics. These discussions fostered effective communication, active listening, and the ability to present well-structured arguments. The topics ranged from current affairs to industry-specific issues, providing the students with a well-rounded exposure.

2. Debates: Debate sessions were conducted to enhance the students' critical thinking and persuasive communication skills. By engaging in debates on relevant topics, the participants learned to articulate their viewpoints effectively, consider counterarguments, and develop skills to think on their feet.

3. Mock Interviews: Mock interview sessions were organized to simulate real-life job interviews. Students received constructive feedback on their communication style, body language, and



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overall presentation. The goal was to improve their self-confidence and interview performance, preparing them for success in their future job search.

4. Role-Playing Exercises: Role-playing exercises were conducted to help students develop empathy and understanding of different perspectives. These activities included scenarios such as conflict resolution, customer service interactions, and team dynamics. By stepping into different roles, students learned to adapt their communication style to specific situations.

5. Public Speaking Workshops: To build the students' public speaking skills, workshops were held that focused on techniques for delivering impactful presentations. Students learned to structure their speeches, control nervousness, and engage their audience effectively.

6. Written Communication Practice: Written communication is equally crucial in the professional world. Students were encouraged to participate in writing workshops, where they learned how to compose professional emails, reports, and other business documents. This activity honed their writing skills and attention to detail.

7. Emotional Intelligence Training: Understanding and managing emotions is vital for success in any workplace. Emotional intelligence training sessions were organized to help students recognize and regulate their emotions, empathize with others, and develop better interpersonal relationships.

8. Team Building Activities: Team building exercises were conducted to foster collaboration and teamwork. Students learned to work effectively in groups, resolve conflicts, and appreciate the diversity of perspectives within a team setting.

**Outcome:** The Finishing School Course provided comprehensive training on all aspects of communication and soft skills essential for the students' professional growth. Through hands-on experiences such as group discussions, debates, and mock interviews, as well as various other activities focused on soft skills development, the students have become better equipped to enter the industry with confidence and competence. These activities have not only enhanced their communication skills but have also improved their overall personality, making them well-rounded individuals ready to contribute effectively to the workforce.

  
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## **Career Oriented Course – Women Career and Growth**

### Report

**Date:** 04.07.2018

**Name of the resource person:** Ms. Aishwaria Lal, Freelancing Trainer

**Venue:** Room no. 302

**No. of Students:** 40

#### **Objectives:**

- To equip women students with essential skills required in personal life.
- To equip women students with professional skills relating to communication skills and workplace ethics

#### **Summary:**

The Women – Career & Growth program, introduced in the academic year 2018-19 for second-year students of all streams, is designed to equip women students with essential skills required for both personal and professional life. This program has been instrumental in boosting the students' confidence and preparing them to overcome challenges they may encounter on various fronts. The program includes a variety of activities aimed at fostering goal setting, time management, office etiquette, and other critical skills essential for their growth and success.

1. Goal Setting Workshops: Goal setting workshops were conducted to help students identify and define their short-term and long-term goals. Through guided exercises and individual mentoring, students learned to set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals, enabling them to create actionable plans for their personal and professional development.

2. Time Management Training: Time management is crucial for balancing academic commitments, personal life, and future career aspirations. The program offered time management training sessions, where students learned techniques to prioritize tasks, manage their schedules effectively, and avoid procrastination.

3. Office Etiquette and Professionalism: To prepare students for the corporate environment, sessions on office etiquette and professionalism were organized. Students were educated on appropriate behavior, communication, dress code, and workplace norms, ensuring they enter the professional world with confidence and respect for the workplace culture.



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4. Leadership and Teamwork Activities: Leadership and teamwork skills are essential for success in any field. The program conducted activities and workshops to help students develop leadership qualities and foster teamwork abilities. Participants engaged in team-based projects, where they learned to delegate tasks, communicate effectively, and collaborate with their peers.

5. Stress Management and Well-being: The program recognized the importance of mental and physical well-being in achieving personal and professional success. Workshops on stress management techniques, mindfulness practices, and maintaining a healthy work-life balance were conducted to support the students' overall well-being.

6. Personal Branding and Self-Presentation: In a competitive job market, personal branding and self-presentation are vital for career growth. Students were taught how to create a positive personal brand, optimize their online presence, and craft effective resumes and cover letters.

**Outcome:** The Women – Career & Growth program has been instrumental in empowering second-year students with essential skills required for personal and professional life. Through activities focused on goal setting, time management, office etiquette, and various other critical areas, the students have gained confidence to handle challenges and embrace opportunities on both personal and professional fronts. This holistic approach to their development ensures that they are well-prepared to succeed in their future endeavors and make a positive impact in their chosen careers.



### **Report on field trip to EFLU-**

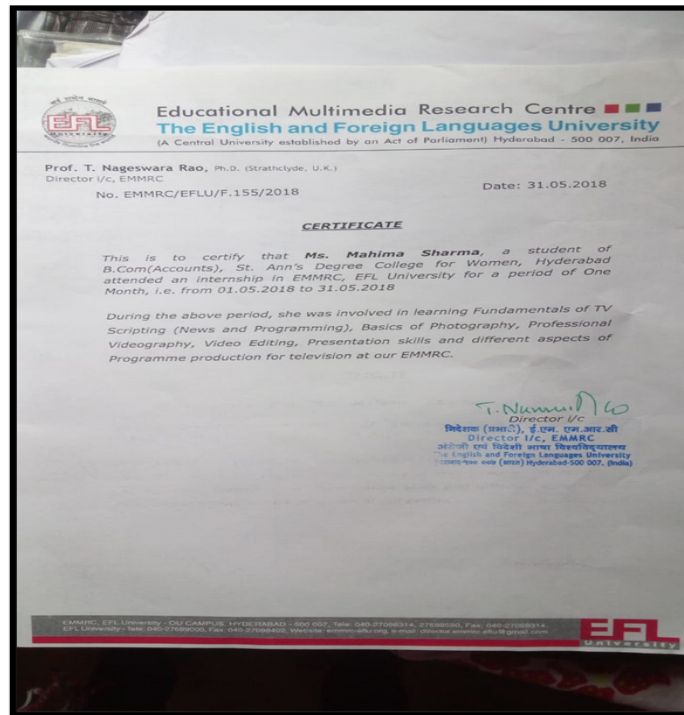
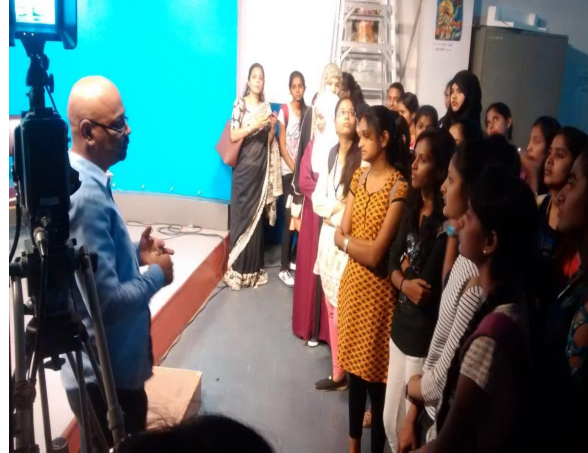
On 6th March 2019 Students of Women career and growth (COC) visited The English and Foreign Languages University (EFLU) located in Hyderabad.





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## **Session on Achieve your dream**

### Report

**Date:** 05.07.2018

**Time:** 10:00 AM

**Resource Person:** Ms. Aishwarya Lal [Soft skills trainer]

**Venue:** A.V Room

**No. of Students:** 227

**Target Group:** B.com III years

**Objective:** To help students to know the importance of soft skills in the present scenario. And to help the students enhance creative and critical thinking.

**Summary:** The Session started with the prayer and followed by the introduction of the Guest speaker, Ms. Aishwarya Lal a soft skills trainer, our HOD presented green greetings to the guest speakers in honor of their work.

The speaker gave a lecture on “Achieve your dream” to encourage the students of the final year to chase their dreams. She emphasized on an individual's personality traits and how to interact with other people in the workplace. The discussion went on various methods for achieving the dreams. Students were encouraged to chase after their dreams.

**Outcome:** The Session was very informative and students were enlightened on soft skills and various methods to achieve their dreams. The workshop inspired the participants for gaining encouragement and motivation for the challenges of life and for chasing their dreams.

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### **Masters in Add on courses (MAOC)-Communicative English and Soft Skills**

#### Report

**Date:** 06.08.2018

**Name of the resource person:** Ms. Saritha, Ms. Rashmi, Dr.Kanaka , Dr. Revathi and Dr.Prathyusha

**Venue:** Department of English, St. Ann's College for Women

**No. of Students:** 234

#### **Objectives:**

- To develop the communication skills and soft skills of the students.
- To enhance LSRW Skills.
- To equip the students with essential skills required in a professional environment.

#### **Summary:**

This course offers to post graduate students the nuances of verbal and non- verbal communications students learnt about conversational skills and enhanced their reading strategies by effective practicing many online exercises. Time management was focused on as it important none their professional career. Students further had a hands on experience by listening to lectures, talk shows, academic events in YouTube news etc. Through this students enhanced their reading and speaking strategies.

#### **Outcome:**

By the end of the course the students improved their LSRW skills, were able to write for articles, blogs. Speak confidently and we're able to present their views.

  
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## **Session on Goal setting** Report

**Date:** 2.08.2018

**Venue:** A.V Room

**Time:** 10:20-11:10am

**Target Audience:** B Sc Iyear NCZ

**No. of students:** 29

**Resource Person:** Ms. Aishwarya Lal, a soft skills trainer.

**Objective:** To enable the students to understand what it means to set a goal and its importance in the present scenario.

**Summary:** The session started with prayer and was followed by the introduction of the guest person. Our HOD presented green greetings to the guest i.e. Ms. Aishwarya Lal, in honor of her work. The seminar proceeded with the sayings of The Bible and Prayer. The seminar started off with great zest from the audience of B Sc nutrition first years. Ms. Aishwarya proceeded telling what it means to set a goal. That goal setting involves the development of an action plan designed in order to motivate and guide a person or a group toward a goal. Goals are more deliberate than desires and monetary intentions. Therefore, setting goals means that a person has committed thought, emotion, and behavior towards attaining the goal. Ms. Aishwarya, a soft skills trainer enlightened the students on goal setting. Further she stated why it is important to set goals in the present scenario and how goals help you to gain, focus, clarity, direction, motivation, and productivity in your life.

**Outcome:** The seminar ended with great applause for the members, faculty, and our honorable chief guest. The session was informative and the students were enlightened on knowing how one



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can set goals and how important setting a goal is in one's life as goals are like a map that shows you where you are heading and gives you the energy to stay motivated.

Photograph of the session:



Feedback: The members were asked to fill a up a feedback form and the results showed that maximum no of students were benefited by this session on 'goal setting'

  
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## **Session on Globalization & Skill Development Report**

**Date:** 3.8.18

**Resource Person:** Dr. Lakshmi Mantha -Faculty, Center for English Language Teaching, Osmania University

**Venue:** English Lab

No. of Students: 81

### **Objective:**

To highlight the increase in Globalization and create an all experience and let students know the importance of developing relevant skills.

### **Summary:**

Preparation and careful planning are the keys for a successful interview. Dr. Lakshmi Mantha, Associate. Professor, Centre for English Language Teaching-OU; addressed the students on Interview Skills. She spoke at length on Do's and Don'ts of Interview, body language, communication skills etcetera and also gave important tips on making a great impression regardless of the situation and context as the event highlighted on the kind of exposure they need to inculcate, that is, the attitude that'll help them in a global atmosphere.

### **Outcome:**

Students were able to present their confident self by tweaking their composure and body language through the tips given by the guest speaker.

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