

**VNR VIGNANA JYOTHI INSTITUTE OF ENGINEERING & TECHNOLOGY**

**Department of Humanities & Sciences**

**Faculty Development Programme on ‘Soft Skills and Personality Development’**

**Day-1- 06.06.2018**

10.00 AM to 11.00 AM ----- Introduction to Soft Skills and Personality Development-- DR.DSR  
11.00 AM to 11.15 AM ----- Break  
11.15 AM to 12.30 PM ----- Effective Communication Skills -- PRS  
12.30 PM to 1.30 PM ----- Lunch  
1.30 PM to 3.00 PM ----- Personality and Mentoring -- Dr. DSR  
3.00 PM to 3.15 PM ----- Tea  
3.15 PM to 5.00 PM ----- Nonverbal Communication Skills ---PRS

**Day-2 – 07.06.2018**

10.00 AM to 11.00 AM ----- Change Management -- Dr.DSR  
11.00 AM to 11.15 AM ----- Break  
11.15 AM to 12.30 PM ----- Self-Management Skills -- PRS  
12.30 AM to 1.30 PM ----- Lunch  
1.30 PM to 3.00 PM ----- Leadership Skills -- Dr. DSR  
3.00 PM to 3.15 PM ----- Tea  
3.15 PM to 5.00 PM ----- Creativity and Lateral Thinking----PRS

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**Report on Two- Day Faculty Development Programme on 'Soft Skills and Personality Development' conducted on 6<sup>th</sup> & 7<sup>th</sup> June, 2018 for the faculty – Vignana Jyothi Public School.**

A Two- Day Faculty Development Programme on 'Soft Skills and Personality Development' was conducted on 6<sup>th</sup> & 7<sup>th</sup> June, 2018 for the faculty of Vignana Jyothi Public School, Madura Nagar, by Dr. D. Sudha Rani, Associate Professor of English and Ms. Prativa Rani Saha, Assistant Professor of English, VNRVJIET. This FDP aimed at:

- Informing,
- Educating and
- Persuading the teaching faculty to develop their soft skills and personality to be great teachers & better mentors.

**Day-1**

The first session focused on 'Introduction to Soft Skills & Personality Development where the participants were sensitized about the importance of developing soft skills and personality. This session enlightened the faculty by being teachers they are role- models to the students and hence, there is great necessity to develop their soft skills and their personality.

The second session focused on Effective Communication Skills. In this session, the participants were made to understand the significance of various communication channels and the barriers, thus the participants comprehended effective communication skills.

The third session was on the significance of mentoring. Every teacher has to act as a mentor for the students to make them better human beings and thus build a better society. This session emphasized on the methodology and nuances of mentoring.

The fourth session dealt with the importance of Non-Verbal Communication. The resource person discussed various non-verbal cues and their significance in communication. The session was lively and had many activities in support of the topic.

**Day-2**

The first session was on Change Management. It dealt with the significance of change, methodology and tips for better change management.

The second session was on Self-Management Skills. This session dealt with the tips to improve all the skills like, time Management, Stress Management, Positive Thinking etc.

The third session was on Leadership Skills. This session dealt with the significant contribution of leaders to the society, the importance of grooming leaders and specific leadership qualities and skills.

The fourth session was on Creativity and lateral Thinking. The session highlighted the importance of being creative and thinking out of the box factor.



