



All Saints' College
T r i v a n d r u m

5.1.3 CAPABILITY ENHANCEMENT INITIATIVES REPORT

2016-2021



5.1.3 Report of the Capacity building and skills enhancement initiatives taken by the institution (2016-2021)

1. REPORT OF "WORKSHOP ON SOFT SKILLS AND CAREER ORIENTATION, AUGUST 2019"

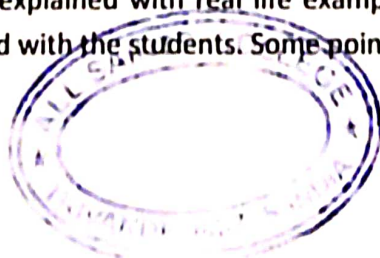
The PG and Research Department of English organized a two-day workshop for the First Year Degree students of the English Department on Soft Skills and Career Orientation on 20 and 21 August 2019. The workshop covered three essential factors for the overall development of an individual: **Self-Awareness, Stress Management, Time Management and Career Development**. It was conducted by an alumnus of All Saints' College, Ms. Nesty Jose, Business Skill Trainer, TATA Consultancy Services. Ms. Sapna Srinivas, Assistant Professor, Department of English served as the Coordinator of the workshop.

The talk had three components which focused on life skill techniques. The most important among them was Self-Awareness. Why should a student become self-aware? The answer to this question was explained with beautiful stories and real life examples. Self-Awareness was explained to the students using an iceberg principle. According to the principle, Self-Awareness can be like an iceberg, the tip of it is visible, but to know more about what lies within us, we need to spend some time mediating and indulging into activities that will help us to be self aware.

Stress Management was another important area of Life Skills. Implementation of different stress relief techniques were discussed within the class. The students were made to practise different methods to manage stress within the workshop. The content shared by Ms. Jose was illustrated by referring to common problems faced by students in day-to-day life and more importantly, solutions to their problems. Breathing exercises was one of the stress relief techniques taught. Recording things which one is grateful for in a Gratitude Journal was another stress management technique. The use of Muscle Relaxation Exercise to relax oneself physically during stressful situations was another technique. Demos of all these techniques were done during the session so that students could familiarize themselves with the intricacies of each.

Time Management was another key aspect of the workshop. Ms. Jose introduced different time management tools to the students. She made sure that each student understood the importance of prioritizing work according to relevance. The Pareto Principle was introduced to students to help them to prioritize tasks according to importance. It is about managing time wisely with focus.

The final part of the workshop dealt with the significance of Career Development and how important it is to become financially independent. The importance of proficiency in English Language in one's career was explained with real life examples. A few tips about how to crack a job interview was shared with the students. Some pointers were given regarding first



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impression, language fluency, confidence and the importance of doing some research about the company and employer.

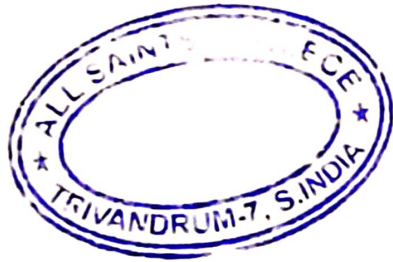
The programme helped the students to develop as an individual. They got an understanding of how to design their careers and become better with finances. The workshop assisted students to think about different life situations and to critically evaluate where they stand in order to design their career and future.



2. Language And Life, Career And Education delivered a talk on **"PLACEMENT, COMMUNICATIVE SKILLS AND INTERVIEW SKILLS"** on 4th February 2019 as part of soft skills enhancement. The number of students attended is 190.



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