



Fax: 08816-227318 off: 08816-224072, 224119,228342 Mobile: 9491334119

DANTULURI NARAYANA RAJU COLLEGE

(Autonomous)

BHIMAVARAM, W.G.DIST, ANDHRA PRADESH, INDIA, PIN- 534202.

(Accredited at 'B⁺⁺' level by NAAC)

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

Dt: 15-12-2022

CIRCULAR

All the Final year degree students are hereby informed that, a one-day work shop will be conducted on “The Significance of Soft Skills in Campus Interviews” on 18/12/18 by Training and placement Cell.

PRINCIPAL

COPY TO:

All Hod's of all Depts,
All III year class rooms,
File.



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Soft Skills

...

How will this training help me ?

Understand soft skill techniques

You will have the tools needed to incorporate soft skills during every customer interaction.



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Why soft skills 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

Communication is the sending and receiving of a message. Communication can occur between one or many different people.

- Communication skills form the Corner stone of soft skill
- Every human being has to essentially & effectively communicate with others
- Using the right word in the right order



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Written communication Skill

- -> Writing evaluates a person's proficiency indications, spelling grammar etc...
- -> Good visual presentation using graphics, colour, balanced design layout- adds so much to written communication.





Team Work



- People of either gender, different age groups, qualification, status & skills work as a team with a common objective of accomplishing the task
- Effectively translating and conveying information and Being able to accurately interpret other people's emotions by being sensitive and Being polite
- The success of any organization largely depends on in the coordinated efforts of its employees
- Unity in diversity - Every one has a colour of his own. Try to identify each other's unique ability and use it to work together



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.
- Understands teamwork and works with others



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ముగిసిన నైపుణ్య శిక్షణ తరగతులు



శిక్షణ పొందిన విద్యార్థులకు ధ్రువపత్రాలు అందజేస్తున్న దృశ్యం

భీమవరం: రాష్ట్ర నైపుణ్యాభివృద్ధి సంస్థ ఆధ్వర్యంలో డీఎన్నార్ కళాశాలలో నిర్వహిస్తున్న ఉద్యోగ నైపుణ్య శిక్షణా తరగతులు గురువారం ముగిశాయి. ఈ సందర్భంగా ఏర్పాటుచేసిన కార్యక్రమానికి కళాశాల సెక్రటరీ అండ్ కర స్పాండెంట్ గాదిరాజు సత్యనారాయణరాజు మాట్లాడుతూ తమ కళాశాలలో విద్యతోపాటు ఉద్యోగం అనే నినాదంతో విద్యార్థులను చేస్తున్నట్లు చెప్పారు. శిక్షణ పొందిన విద్యార్థులకు ధ్రువపత్రాలు అందజేశారు. ప్రిన్సిపాల్ డాక్టర్ బీఎస్ శాంతకుమారి, అడ్మినిస్ట్రేటివ్ ఆఫీసర్ పి.రామకృష్ణంరాజు, ఏపీఎస్ఎస్డీసీ కో-ఆర్డినేటర్ టి.ప్రేమ్కుమార్, పాలకవర్గ సభ్యుడు కె.శివరామరాజు, అల్లూరి సురేంద్ర, వీవీ సుబ్బారాజు పాల్గొన్నారు.