

Shri Sharadchandraji Pawar Senior College, Narangwadi

Certificate Course on Soft Skills for Employability(ENGCC2)

Department of English

Coordinator : R. D. Gawad

Starting Date: 3 August 2019

Duration: 30 Hours



Objectives

- Develop effective communication skills for professional interactions.
- Enhance interpersonal skills to build strong relationships in the workplace.
- Cultivate problem-solving and critical thinking abilities for effective decision-making.
- Improve time management and organizational skills to enhance productivity.
- Learn adaptability and resilience to thrive in diverse work environments.
- Develop teamwork and collaboration skills to work effectively in group settings.
- Build confidence and assertiveness to succeed in interviews and presentations.

Syllabus

- Communication Skills
- Interpersonal Skills
- Problem-Solving and Decision-Making
- Time Management and Organization
- Adaptability and Resilience
- Teamwork and Collaboration
- Interview and Presentation Skills

Outcomes

- Improved employability through enhanced soft skills.
- Increased confidence in professional interactions.
- Enhanced productivity and efficiency in the workplace.
- Better teamwork and collaboration abilities.
- Successful job interviews and presentations.