

Department of Artificial Intelligence and Machine Learning
&
Department of Information Science & Engineering

Date: 22.03.2023

Submitted,

Report on Two day Workshop on “**Future Workspace Skills for Girl Students**” - reg.

With respect to the above subject that, Dept. of Artificial Intelligence and Machine Learning & Dept. of Information Science & Engineering organized a two days workshop on “**Future Workspace Skills for Girl Students**” for first year to final year students of SCE to educate our students on the fundamentals of **Employability Skills Course** on 21.03.2023 and 22.03.2023 by the resource person **Mr. Dambal Gopal**, American India Foundation, Bangalore.

This workshop covered a range of topics related to Employability Skills, including Communication Skills, Life Skills, Interpersonal Skills, Corporate Grooming & Etiquettes and Workplace Readiness.

The workshop covered Communication Skills, which involves understanding and interpreting written communication, Listening actively and interpreting non-verbal cues, Clarifying next steps and summarizing messages effectively , Using professional communication etiquette.

.The resource person Mr. Gopal, would likely be a corporate trainer with 15 years of experience in industry. He has a deep understanding of the latest trends and techniques in skilling the people in industry.

Some of the key takeaways from the session:

➤ Understanding the Communication Skills

Speaker started the workshop by providing an overview of Communication Skills and explaining the various types of Communication Skills, including Employability Skills, including Communication Skills, Life Skills, Interpersonal Skills.

Mr. Gopal emphasized the importance of the Communication such as strong grip while your communicating in work place and command in the language. And very importantly what you are conveying is very important he said.

➤ Understanding the Life Skills:

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Mr. Gopal said about Effective Communication, Interpersonal skills, Decision-making, Problem-solving, Creative thinking, Critical thinking, Self-awareness, Empathy, Emotional intelligence, Time management, Assertiveness, Handling criticism, Self-management, Cooperation which are very much essential in corporate and futuristic world with good video presentation.

➤ Understanding the Interpersonal Skills:

Mr. Gopal said about Active listening is another one of the most important interpersonal skills that involve paying attention to what the other person is saying, taking time to process and understand the information being communicated, and responding to clarify that the message has been received and understood.

➤ Understanding the Corporate Grooming & Etiquettes:

Mr. Gopal said about proper grooming and professional appearance is important to both men and women in the corporate world. As an employee, you represent your organization. The way you look and carry yourself creates impact on people in the work setting. Every organization expects its employees to be well groomed and presentable.

➤ Understanding the Workplace readiness skills:

Mr. Gopal said about workplace readiness skills refer to the qualities that employers look for in employees. It is a combination of attributes and behaviors that will make employers hire a candidate. They are also called soft skills, employment ability skills, or job readiness skills.

Overall, the Future Workspace Skills workshop was informative and engaging. The session provided students with a future skill development.

We wholeheartedly thank our beloved Principal, Management Representative and all HODs, Staff members and Students of SCE for their support.

Thanking you,

Yours Sincerely,

(Sivaprakash C) / (Raghavendra Rao. B)