Department of Artificial Intelligence and Machine Learning

21.04.2025

Submitted,

Sub: Report on Sharpening Minds & Manners: Critical Thinking & Professional Etiquette.

With respect to the above subject , the department of Artificial Intelligence and Machine Learning (AIML) organized an online webinar on "Sharpening Minds & Manners: Critical Thinking & Professional Etiquette" on 18th April 2025 at 11:30 AM. The session aimed to equip participants with essential skills in critical thinking and workplace professionalism—tools that are increasingly vital in today's competitive and fast-paced environment.

The session was led by Mrs. S.Anitha, the resource person, who provided an insightful and engaging presentation on the analytical and logical reasoning skills while encouraging a mindset rooted in inquiry, open-mindedness, and effective problem-solving. In addition, the session aimed to cultivate essential workplace etiquette, communication skills, and professional conduct. Emphasis was also placed on helping participants understand the significant role that critical thinking and proper etiquette play in enhancing teamwork, leadership potential, and overall career development.

Key takeaways from the session included:

- Understanding the fundamentals of critical thinking and its application in daily decision-making.
- Recognizing and overcoming cognitive biases, emotional reasoning, and assumptions.
- Using logical reasoning, evidence-based evaluation, and problem-solving frameworks.
- Appreciating the value of etiquette in building professional relationships and enhancing workplace harmony.
- Practicing professional behaviour such as punctuality, respectful communication, appropriate dress code, and digital etiquette.
- Real-life case studies and role-play examples that demonstrated the do's and don'ts of professional conduct.

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The resource person also provided practical strategies for improving one's critical thinking skills through reading, reflection, structured thinking models, and active listening. She emphasized the role of professional etiquette in personal branding and career growth, encouraging students to be mindful of their actions in both physical and virtual environments. Additionally, students were guided on how to develop a professional persona, interact effectively in team settings, and maintain a positive attitude in challenging situations.

The speaker encouraged participants to self-evaluate regularly and seek feedback for continuous improvement. The seminar concluded with an interactive Q&A session, during which students raised thoughtful queries about communication skills, handling workplace pressure, and ways to balance assertiveness with politeness. The discussion was lively and insightful, with active participation from attendees despite the online format.

Overall, the session was both informative and inspiring; motivating students to become not only better thinkers but also more respectful and responsible professionals in today's evolving work culture.

Google Meet link: https://meet.google.com/rxv-fwfu-utc

COORDINATOR

Yours Sincerely,

22/4/2011

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