



Prerna Sewa Mandal's  
**PRERNA COLLEGE OF COMMERCE**

Reshimbag Square, Nagpur - 440009.

Department of Management

**REPORT  
ON  
SOFT SKILLS DEVELOPMENT PROGRAMME  
Session : 2019-20**

To stand out in this competitive world, a student is required to hone many skills and abilities which is not a one-day job. A student needs to carve out these skills by practicing every day and this takes a long time. These skills will be helpful not just in schools and colleges, but also in building a lucrative professional career. Soft Skills help to grow a powerful personality. It helps to stand out and to move forward in everyday activities to reach goals. These skills are thus supposed to be used in every other situation, big or small.

Ultimately, strong soft skills can help to gain confidence—an invaluable trait in the business world.

On the other hand, a lack of soft skills can limit potential, or even be the downfall of business also. By developing strong leadership, teamwork, and communication abilities, you can run projects more smoothly, deliver results that please everyone, and even positively influence your personal life by improving how you interact with others.

To Enhance the skill and knowledge of the students, soft skill development program is being organized by Perena College of commerce, Nagpur from 9<sup>th</sup> Oct 2019. Its aimed at inculcating and building upon the basic soft skills that are required by every student while appearing for the recruitment process of any company soft skills are identified as the most critical skills in the fast moving era of technology. These skills include personal interviews, SWOT (strength, weakness, opportunity-threat) analysis, writing and communication skills, Resume writing, Group Discussions, Report writing and presentation skills. This concept received an overwhelming response as the students registered around 500.

Mrs. Laxmi Mahantare was invited from G.H.Raisoni College, Nagpur to deliver lectures to the students. The program was started with the introductory speech of Dr Anushree Mahajan, officiating Principal of the college. The session on communication and writing skills enlightened the students about the importance of effective communication and spoken dialect in the corporate filled, SWOT analysis session helped the students to identify their strengths and weaknesses while building the techniques to improve them. An insightful session on group discussion was also conducted. Also a session on personal interviews was taken up where the students are taught the nuances of how to conduct themselves during an interview. The

*Dr Anushree Mahajan*



techniques of resume writing were also discussed to great extent as it gave an introduction on how to build a CV.

This soft skills development program help the students for the opportunity to explore new ideas and improve their personality.



**Ms. Laxmi Mahantare addressing lecture on “ Soft Skill Development ” to students.  
Students interacting with Ms. Laxmi Mahantare during interactive session.**

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