Soft Skills	
S.No.	**Grammar**
1	Soft Skills : An Overview
2	Know Yourself
3	SWOT Analysis
4	Goal Setting
5	Positive Attitude
6	Body Language
7	Interpersonal Skills
8	Time Management
9	Presentation Skills
10	Just a Minute (JAM) Activities
11	Team Dynamics
12	Group Discussion
13	Etiquetter of Telephone-mail and SMS
14	Interview Skills
15	Preparation for Examinations

Online Soft Skills Event Organized Report

2020-21

Name of Department/ Cell	Jawahar knowledge centre
Name of Event Organized	Online Soft Skills Training Programme Due to Covid Pandemic
Title of the Event	Interpersonal Skills
Date of Event Organized	11-11-2020 To 17-12-2020

First Week – Introduction to Soft skills:

The Students were created Awareness on the importance of soft skills. And also various areas that cover under soft skills. The approach of the students towards soft skills is also explained.

Soft skills are a set of interpersonal, communication, and personal attributes that enable individuals to effectively interact with others, navigate social situations, and succeed in various aspects of life, including the workplace. Unlike hard skills, which are typically technical or job-specific abilities, soft skills are more about how people work with others and manage themselves.

Topics Covered: 1. Communication Skills:

Communication skills refer to the ability to convey information effectively and efficiently through various channels, including verbal, written, and non-verbal means. These skills are fundamental in both personal and professional contexts and play a crucial role in building relationships, resolving conflicts, and achieving goals. Effective communication involves not only expressing oneself clearly but also listening actively and empathetically to others. Here are some key components of communication skills:

1. **Verbal Communication**: This involves using spoken words to convey messages. Effective verbal communication includes clarity, conciseness, and appropriate tone and language for the audience and context. It also encompasses skills such as public speaking, storytelling, and persuasive communication.
2. **Non-verbal Communication**: Non-verbal cues such as body language, facial expressions, gestures, and eye contact can convey meaning and emotions without words. Being aware of and utilizing non-verbal communication effectively can enhance understanding and rapport in interactions.

Second Week – Teamwork and Collaboration:

The Students were explained that **Teamwork and Collaboration as part of** soft skills, and the importance Teamwork and Collaboration in Personality Development.

Teamwork and collaboration are essential skills in various aspects of life, including the workplace, academia, sports, and social settings. These skills involve working harmoniously with others towards a common goal, leveraging each team member's strengths, and collectively achieving outcomes that surpass individual efforts. Effective teamwork and collaboration encompass several key elements:

1. **Shared Goals and Vision**: Successful teams have a clear understanding of their objectives and a shared vision of what they aim to accomplish. Aligning individual goals with the team's mission fosters unity, motivation, and commitment to achieving collective success.
2. **Communication and Active Listening**: Open and transparent communication is crucial for effective collaboration. Team members must share information, ideas, and feedback openly, while also listening actively to one another. Clear and respectful communication helps prevent misunderstandings, resolves conflicts, and promotes a supportive team environment.
3. **Role Clarity and Accountability**: Clearly defined roles and responsibilities within the team ensure that each member understands their contribution to the collective effort. Establishing accountability mechanisms helps track progress, identify obstacles, and ensure that everyone fulfills their commitments.
4. **Respect and Trust**: Trust is the foundation of successful collaboration. Team members must respect each other's expertise, opinions, and contributions, fostering an environment where everyone feels valued and empowered to share their ideas and take initiative.
5. **Conflict Resolution Skills**: Conflict is inevitable in any team setting, but how it is managed can determine the team's effectiveness. Developing conflict resolution skills, such as negotiation, compromise, and empathy, enables teams to address differences constructively and reach mutually acceptable solutions.

Third Week – Problem-solving and Critical Thinking:

The Students were explained in detail about the Problem-solving and Critical thinking as part of soft skills, and the importance of Problem-solving and Critical Thinking in learning Softskills.

Problem-solving and critical thinking are crucial skills that empower individuals to analyze situations, identify issues, and develop effective solutions. These skills are essential in various aspects of life, from personal decision-making to professional problem-solving. Here are key components of problem-solving and critical thinking:

1. Analytical Thinking: Critical thinking involves the ability to evaluate information, arguments, and evidence logically and objectively. It requires analyzing complex problems, breaking them down into manageable components, and understanding the underlying causes and relationships.
2. Creativity and Innovation: Problem-solving often requires thinking outside the box and generating novel ideas or solutions. Creative thinking involves exploring different perspectives, challenging assumptions, and embracing unconventional approaches to address challenges effectively.
3. Effective Decision-making: Critical thinking enables individuals to make informed decisions by weighing evidence, considering alternatives, and evaluating potential outcomes. Effective decision-making involves assessing risks, prioritizing objectives, and choosing the best course of action based on available information and insights.
4. Strategic Planning: Problem-solving often involves developing strategic plans or frameworks to address complex issues or achieve long-term goals. Strategic thinking requires foresight, vision, and the ability to anticipate future trends and challenges while devising proactive strategies to mitigate risks and capitalize on opportunities.
5. Problem Identification and Definition: Critical thinkers are skilled at identifying and defining problems accurately, clarifying objectives, and understanding the root causes of issues. By framing problems effectively, individuals can develop targeted solutions that address underlying challenges rather than just addressing symptoms.

Fourth Week – Adaptability and Flexibility :

      The Students were explained that Adaptability and flexibility are essential skills that enable individuals to thrive in dynamic and ever-changing environments. In today's rapidly evolving world, where technological advancements, economic shifts, and social changes occur at a rapid pace, the ability to adapt and remain flexible is critical. Here are key aspects of adaptability and flexibility:

1. Open-mindedness: Being open-minded involves a willingness to consider new ideas, perspectives, and approaches. Adaptable individuals embrace change as an opportunity for growth rather than a threat, remaining receptive to new information and experiences.
2. Resilience: Resilience is the capacity to bounce back from setbacks, challenges, and adversity. Adaptable individuals demonstrate resilience by maintaining a positive attitude, persevering in the face of obstacles, and learning from setbacks to emerge stronger and more resilient.
3. Embracing Change: Adaptability involves embracing change rather than resisting it. Flexible individuals are comfortable stepping out of their comfort zones, exploring new possibilities, and adapting their behaviors, routines, and strategies to align with changing circumstances.
4. Problem-solving Skills: Adaptable individuals are skilled problem-solvers who can quickly assess situations, identify challenges, and develop effective solutions. They approach obstacles with a proactive mindset, seeking opportunities to innovate and overcome barriers creatively.

Communication Skills: The ability to convey information clearly and effectively through verbal, written, and non-verbal means. This includes active listening, empathy, and the capacity to articulate ideas concisely.

1. **Teamwork and Collaboration**: The capacity to work harmoniously with others towards a common goal, contribute ideas, resolve conflicts, and support team members.
2. **Problem-solving and Critical Thinking**: The ability to analyze situations, identify issues, and develop innovative solutions. Critical thinking involves questioning assumptions, evaluating evidence, and making informed decisions.
3. **Adaptability and Flexibility**: The willingness and ability to adjust to changing circumstances, environments, and demands. This includes being open to new ideas, learning from feedback, and embracing challenges.
4. **Leadership Skills**: The capability to inspire, motivate, and influence others to achieve goals. Effective leadership involves fostering a positive work culture, providing guidance, and empowering team members.
5. **Time Management and Organization**: The skill to prioritize tasks, manage time efficiently, and maintain order amidst competing demands. This includes setting goals, planning effectively, and staying focused on objectives.
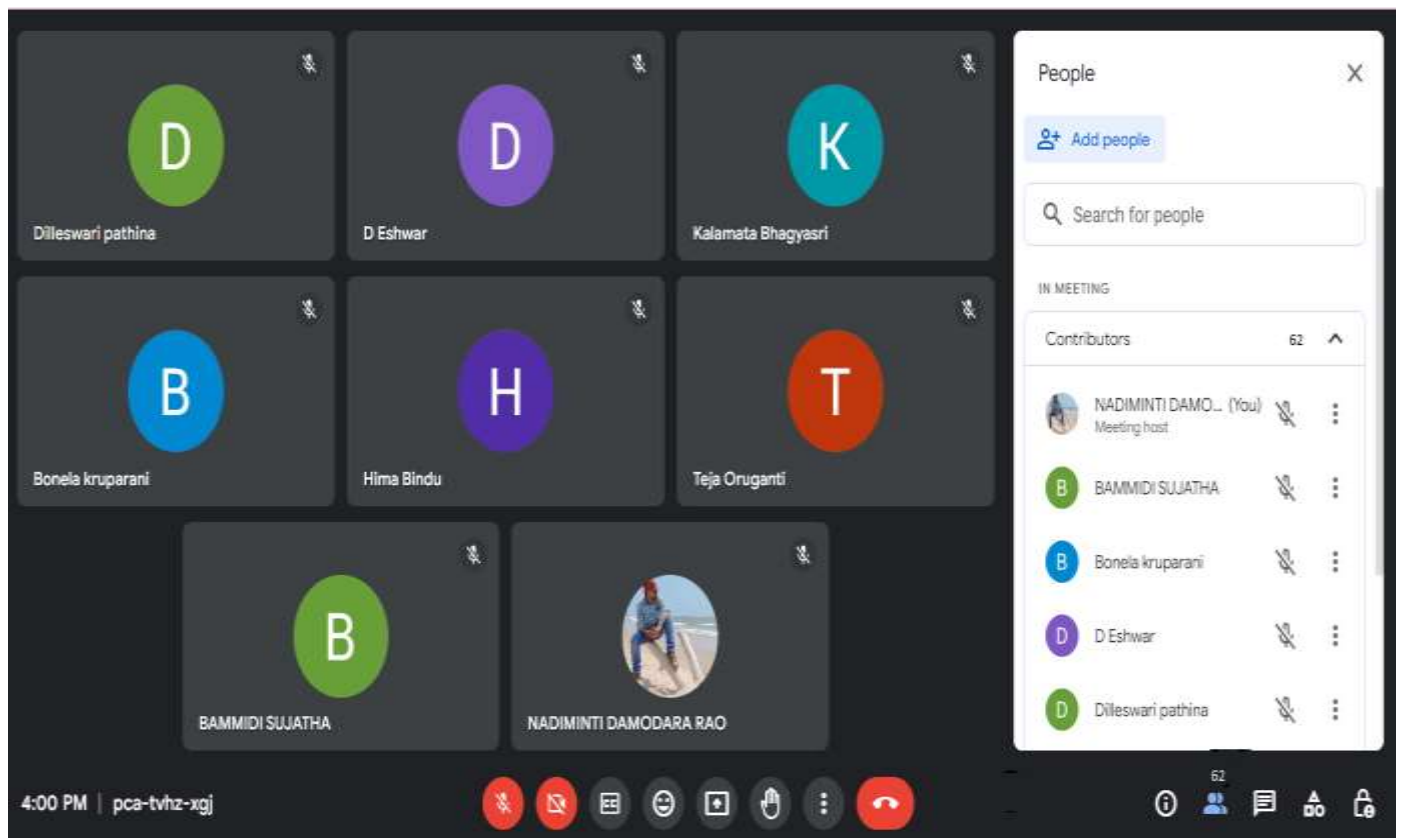
List of the Participants

Roll.No	Name	Male/ Female	Caste
1	MENDA PRASANTH	MALE	BC-D
2	JONNAPATI MURALI	MALE	SC
3	AKKENA RAVITEJA	MALE	SC
4	DAMODARA BHASKAR	MALE	BC-A
7	KOTTINNTI MADHUSUDHANARAO	MALE	BC-B
10	ILAKALA GOWRISANKAR	MALE	SC
11	DASARI VENKATESH	MALE	BC-A
12	DASARI CHINNA RAO	MALE	BC-A
13	MENDA RAMAKRISHNA	MALE	BC-D
14	YANDAMURI KISHORE	MALE	BC-A
15	BORRA SATYANARAYANA	MALE	BC-D
16	PONNANA DINESH	MALE	BC-D
18	AMPILI SANKAR	MALE	BC-D
19	GUJJIDI VENKATARAMANA	MALE	BC-D
20	KANCHI SIVA	MALE	BC-D
21	BEVARA ESWARARAO	MALE	BC-D
22	TANDADA UMA MAHESWARA RAO	MALE	SC
23	SANAPALA SRIRAMAMURTHY	MALE	BC-A
24	MEKALA ANIL	MALE	BC-A
25	VADA PRASANTHKUMAR	MALE	BC-A
26	GOLUGU RAJA	MALE	BC-A
28	ADANGI ESWARA RAO	MALE	BC-B
29	VANKA UPENDRA	MALE	BC-B
30	PAILA SRIKANTHARAO	MALE	BC-D
31	SIRIPURAPU VENKATARAMANA	MALE	BC-D
33	ANAKAPALLI RAJESH	MALE	BC-D
35	ALLADA TAVITIRAJU	MALE	BC-A
36	MAMIDI UPENDRA	MALE	BC-B
38	GULIVINDALA RAMPRASAD	MALE	BC-D
39	GEDELA VARAHALA NAIDU	MALE	BC-D
40	NEDURU PAVAN	MALE	SC
41	ROKALLA KIRAN	MALE	SC

42	DATTI RAVI	MALE	BC-D	
43	DEERGHASI DALIRAJU	MALE	BC-B	
44	SEEGU DILEEP KUMAR	MALE	BC-A	
45	KUNA THARUN	MALE	BC-A	
46	LOTHUGEDDA PRABHASH	MALE	BC-D	
47	GURUGUBELLI PRASAD	MALE	BC-A	
48	MUNGARLA SHANMUKHA RAO	MALE	BC-A	
49	BAGADI ESWARARAO	MALE	BC-A	
50	BADANA SIVAKUMAR	MALE	BC-D	
51	PATNANA DURGAPRASAD	MALE	BC-D	
52	KORIKANA DURGARAO	MALE	BC-D	
53	CHALAPAKA GOVINDA	MALE	BC-A	
54	JAGUPILLI YUVARAJU	MALE	BC-D	
55	SURAVARAPU SAIKUMAR	MALE	BC-A	
57	MOOGI SREEHARI	MALE	BC-A	
58	BOMMALATA MOHAN BEHARA	MALE	BC-D	
59	KORIKANA UPENDRA	MALE	BC-D	
61	Y.GOVIND	MALE	BC-D	
62	K.AYYAPPA	MALE	BC-D	
63	Lankavalasa prasada rao	Male	BC.A	
64	Sanapala Rajasekhar	Male	BC.A	
65	Nimmaka Naveen Kumar	Male	ST	
66	Pavan Kumar Panigrahi	Male	OC	
67	Patnala Jagadeeswara Rao	Male	BC.B	
68	Mondi Mallesu	Male	BC.B	
69	Buddepu Dharma Rao	Male	BC.A	
70	Sadu Ganesh	Male	BC.D	
71	Gandupalli Danayya	Male	BC.A	
72	Palli Manikantha Naidu	Male	BC.D	
73	Thammineni Venkatesh	Male	BC.A	
74	Duba Upendra	Male	BC.B	
75	Chivakala Saikrishna	Male	BC.D	
76	Hanumantu Bhanuprasad	Male	BC.A	
77	Tenka Prasanth Kumar	Male	BC.B	
78	Kimidi Sriramulu	Male	BC.D	

79	Uppada Padma rao	Male	BC.A
80	Tanne Sriramamurty	Male	BC.D
81	Yandamuri Kurma rao	Male	BC.A
82	Masabattula Syamkumar	Male	BC.B
83	NALLAPILLI VASANTHA VARDHAN	Male	SC
84	KOSURU DURGAPRASAD	MALE	BC.B
85	K.RAVINDRA	MALE	BC.D

PHOTOS