

Report of "SOFT SKILLS WORKSHOP"

Organised by Placement Cell

Placement cell of Sant Darbara Singh College of Education for Women, Lopon workshop was organised by Placement cell on **17May to 19 May, 2022** for the students of B.Ed. under the able guidance of Principal Dr. Tripta Parmar.

Objectives of the Workshop

- 1) Increase and Improve Self-Confidence
- 2) Be a good human being
- 3) Improving one's communication skills.
- 4) Learn to lead and face the challenges.

The Theme of the Workshop was:

- 1) ICT Skills
- 2) Resume Writing
- 3) Communication & Interview skills.
- 4) Mock Interviews.

On the first day of the workshop, Principal mam Dr. Tripta Parmar gave students detailed information about the workshop and motivated the students to utilizing their free time by learning different skills. After that the resource person, Dr. Gurjit Kaur taught all ICT skills of Ms Office on computer. Students did practice of main applications of Ms Office.

On the second day of the workshop the resource person was Ms. Reeta Arora, Assistant Professor SDS College of Education for Women Lopon delivered her Lecture on Resume Writing. Individuals ought to master the art of expressing their thoughts and feelings in the most desired way. She practically practiced students how we can write effective resume.

On the third day of workshop Dr Rakhi, Assistant Professor SDS College of Education for Women Lopon, was resource person. Mam delivered her lecture on communication & interview skills. She also explained personality development skills that how you can develop an impressive personality and makes you stand apart from the rest. She told that personality development also plays an essential role in improving one's communication skills.

On the fourth day of workshop the resource person was Dr. Tripta Parmar Principal SDS College of Education for Women Lopon delivered her lecture on how we appeared in interview. Mock interview was conducted by Dr. Balwinder Kaur, Associate Professor SDS College of Education for Women Lopon. Summing up of the session was done by students' efforts during this workshop for best performance.

Report By: Dr.Gurjit Kaur (Incharge Placement Cell)

SDS COLLEGE OF EDUCATION FOR WOMEN LOPON, MOGA-141422

**IQAC & PLACEMENT CELL
ORGANIZES**

**FOUR DAYS WORKSHOP
ON THE THEME**

**COMMUNICATION & EMPLOYABILITY SKILLS
FROM 17TH MAY-19TH MAY,2022**

SNO.	DATE	ACTIVITY NAME	RESOURCE PERSON	TIMINGS
1	17/05/2022	ICT SKILLS	Dr. Gurjit Kaur, Assistant Professor SDS College of Edu.For Women Lopon	10:00am –12:00noon
2	18/05/2022	Resume Writing	Ms. Reeta Arora, Assistant Professor SDS College of Edu.For Women Lopon	10:00am –12:00noon
3	19/05/2022	Communication & Interview Skills	Dr. Rakhi, Assistant Professor SDS College of Edu.For Women Lopon	10:00am –12:00noon
4	23/05/2022	MOCK INTERVIEW	Dr. Tripta Parmar, Principal SDS College of Edu. ForWomen Lopon	10:00am –12:00noon

OBJECTIVES OF PLACEMENT CELL

- To provide guidance to the students for selecting right career
- To give knowledge, improve skill with aptitude test.
- To gathering information about job fairs and all relevant recruitment advertisements.
- To Organizing pre-placement training/workshops/seminars for students.
- To act as a bridge between students, alumni and the employment community.

**Dr Tripta Parmar
Convener Placement Cell**

ORGANIZING SECRETARY

**Dr. Gurjit Kaur
Incharge Placement Cell**

**IQAC & PLACEMENT CELL of
SDS COLLEGE OF EDUCATION FOR WOMEN LOPON, MOGA-141422
ORGANIZES**

CAMPUS PLACEMENT DRIVE

On 24th May,2022 @ 10:00am Onwards

Participating Schools

Venue : Multipurpose Hall

- ❖ Sacred Heart Universal School , Bilaspur(Moga)
- ❖ SDS Kanya Sen Sec School Lopon(Moga)
- ❖ Guru Nanak Public School, Chakar(Moga)

Vacancy

- ❖ PGT & TGT: English, Social Science, Math, Science
- ❖ Adminstrator/HOD

Registration Link : <https://forms.gle/k4dtf7aPBiau2iSL9>

Kindly send your resume on email: sdslopon35@gmail.com

Registration Time : 09:00am-10:00am

Kindly bring your CV, original certificated & passport size photograph

Note : Final year students of D.El.Ed.,B.Ed.,M.Ed. & Alumni of our college any eligible candidate from community can participate







