Pragnya Educational Trust's

Pragnya College of Management & Computer Studies

Handewadi Pune

Date: 28th Aug, 2019

NOTICE

It is hereby informed to all the students of Pragnya College of Management & Computer Studies **(Semester I, III & V)** that a three-day workshop on Soft Skills Training is being organised in the college dated **(2nd, 9th & 16th)** in the month of September 2019. This is a good platform for our students to learn the soft skills, which will be very beneficial for their future.

As we have outsourced training of soft skills with **"Nilaya ICATS Institute of Commerce", Pune.** All the students are hereby directed to attend this training program without fail and get benefitted by this workshop.

Schedule for Training Program	
10:00 AM to 11:00 AM	Training session I
11:00 AM to 12:00 PM	Break
12:00 AM to 01:00 PM	Training Session II

Dr.Asha Yadwadkar
Principal
Pragnaya College of Mgmt. & Comp. Studies
Pune-411028.

Pragnya College of Management & Computer Studies

Handewadi Pune

Schedule for Soft Skill/Skill Based Courses

## In Collaboration with Nilaya ICATS Institute of Commerce

Session 2019-2020

(Month-September,2019)

Date/Date	Session I:	10 a.m. -11 a.m.	Session II:	12 a.m. – 1 p.m.
	Semester I	Subject	Semester III/ V	Subject
Day I 2nd september 2019	Topic 1	Problem Solving	Topic 1	Problem Solving
	Topic 2	Communication	Topic 2	Communication
Day 2 9th September 2019	Topic 1	Time Management	Topic 1	Time Management
	Topic 2	Team Work	Topic 2	Team Work
Day 3 16th September 2019	Topic 1	Critical Thinking	Topic 1	Critical Thinking
	Topic 2	Interpersonal Skills	Topic 2	Interpersonal Skills

Dr.Asha Yadwadkar
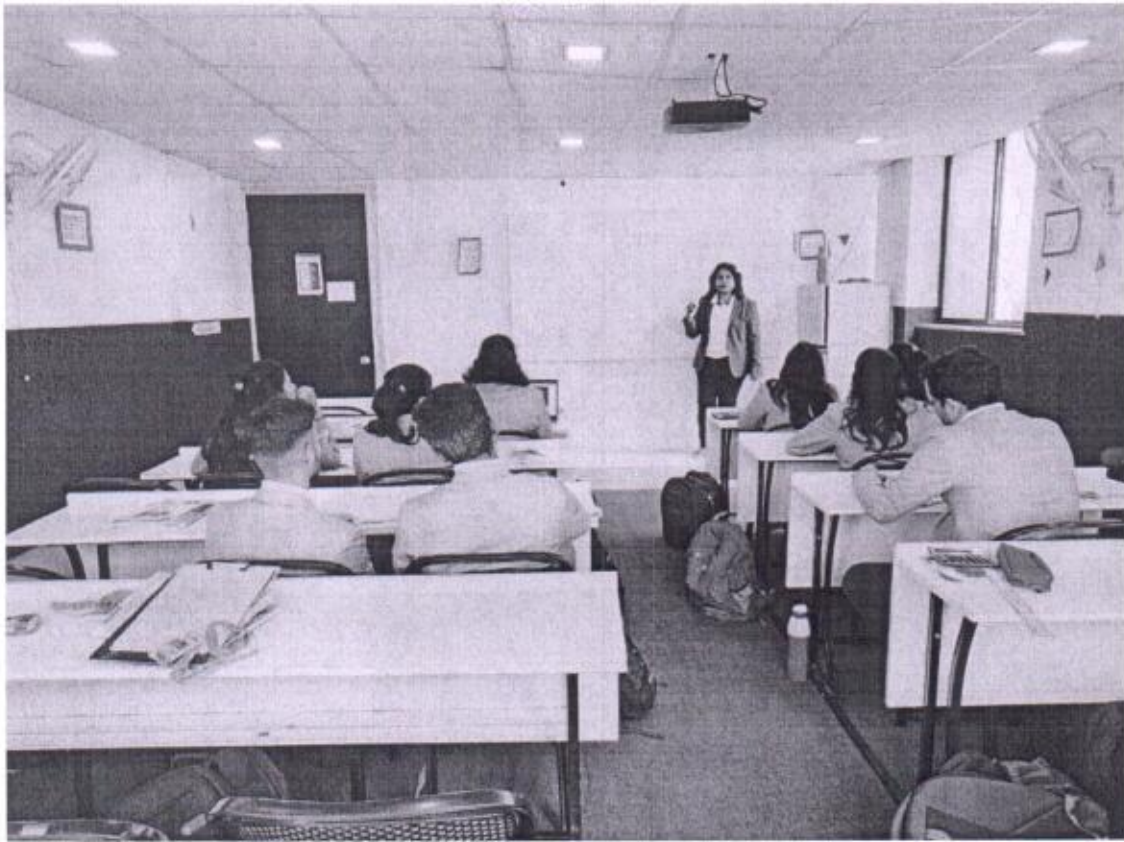
Pragnya Educational Trust's

Pragnya College of Management & Computer Studies
Handewadi Pune

Date: 18th Sep. 2019

MINUTES
Activity Report On 3 Days Soft Skill Training Program

Soft Skills is a very popular term nowadays, used to indicate personal & transversal competencies such as language and Communication capability, also ability of working in team and other personality traits. Soft skills are strategic to be successful in personal and professional life then is essential for the students when they try to obtain any kind of Job.

In order to improve these abilities, **"Pragnya College of Management & Computer Studies"** has conducted a 3 days Soft Skills Training Program , along with outsourced team members **"Nilaya ICATS Institute of Commerce", Pune** dated(2nd, 9th& 16th) in the month of September 2020.

Learning Objectives:

Following are the topics which has been covered:

1. **Problem Solving-** Problem solving skills are the ability to identify problems, brainstorm and analyse answers, and implement the best solutions. The students will really get benefitted if they are trained in this particular soft skill.
2. **Communication** – communication involves how you convey and receive information, interact with others and even tackle issues such as potential conflicts in the workplace.
3. **Time Management** – Time management is the process of organising and planning how to divide your time between different activities. If get it right, the work will be end smarter and done in a lesser time.
4. **Team Work** – Team work skills involve your ability to work cooperatively with others. Regardless of your role, you need to able to work well with others. With this skill students will be able to manage the work efficiently.
5. **Critical Thinking** – Critical thinking is the ability to think clearly and rationally, understanding the logical connection between ideas.
6. **Interpersonal Skills** – People with strong interpersonal skills tend to build good relationships and can work well with others. They understand family, friends, co-workers and clients well.

Methodology:

1. Experiential Learning
2. Ample use of role plays
3. Share real life examples, share their experiences and also facilitate discussions to address students' queries.

At the end of these Programs, students gain confidence to understand their quality and their gaps. They get the zeal to work on their weak areas and with a firm conviction all the students can do best in their future.

Principal
Pragnaya College of Mgmt. & Comp. Studies
Pune-411028.

Pragnya Educational Trust's

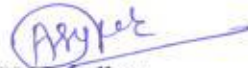## Pragnya College of Management & Computer Studies

Handewadi Pune

Date: 24th Feb. 2020

NOTICE

It is hereby informed to all the students of Pragnya College of Management & Computer Studies **(Semester II, IV & VI)** that a three-day workshop on Soft Skills Training is being organised in the college dated **(2nd, 9th & 16th)** in the month of March 2020. This is a good platform for our students to learn the soft skills, which will be very beneficial for their future.

As we have outsourced training of soft skills with **"Nilaya ICATS Institute of Commerce", Pune .** All the students are hereby directed to attend this training program without fail and get benefitted by this workshop.

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Dr.Asha Yadwadkar

Principal
Pragnaya College of Mgmt. & Comp. Studies
Pune-411028.

Pragnya College of Management & Computer Studies

Handewadi Pune

Schedule for Soft Skill/Skill Based Courses

In Collaboration with Nilaya ICATS Institute of Commerce

Session 2019-2020

(Month-March, 2020)

Date/Date	Session I:	10 a.m. -11 a.m.	Session II:	12 a.m. – 1.00 p.m.
	Semester II	Subject	Semester IV / VI	Subject
Day 1 2nd March 2020	Topic 1	Problem Solving	Topic 1	Problem Solving
	Topic 2	Communication	Topic 2	Communication
Day 2 9th March 2020	Topic 1	Time Management	Topic 1	Time Management
	Topic 2	Team Work	Topic 2	Team Work
Day 3 16th March 2020	Topic 1	Critical Thinking	Topic 1	Critical Thinking
	Topic 2	Interpersonal Skills	Topic 2	Interpersonal Skills

Dr.Asha Yadwadkar

Principal
Pragnaya College of Mgmt. & Comp. Studies
Pune-411028.

Date: 20th March 2020

MINUTES

Activity Report On 3 Days Soft Skill Training Program

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Principal
Pragnaya College of Mgmt. & Comp. Studies
Pune-411028.

Date: 29th Oct, 2021

NOTICE

It is hereby informed to all the students of Pragnya College of Management & Computer Studies **(Semester I, III & V)** that a three-day workshop on Soft Skills Training is being organised in the college dated **(8th, 15th & 22nd)** in the month of November 2021. This is a good platform for our students to learn the soft skills, which will be very beneficial for their future.

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Dr.Asha Yadwadkar

Principal
Pragnaya College of Mgmt. & Comp. Studies
Pune-411028.

Pragnya College of Management & Computer Studies

Handewadi Pune

Schedule for Soft Skill/Skill Based Courses

In Collaboration with Nilaya ICATS Institute of Commerce

Session 2021-2022

(Month-November, 2021)

Date/Date	Session I:	10 a.m. -11 a.m.	Session II:	12 a.m. – 1 p.m.
	Semester I	Subject	Semester III/ V	Subject
Day I 8th Nov. 2021	Topic 1	Problem Solving	Topic 1	Problem Solving
	Topic 2	Communication	Topic 2	Communication
Day 2 15th Nov. 2021	Topic 1	Time Management	Topic 1	Time Management
	Topic 2	Team Work	Topic 2	Team Work
Day 3 22nd Nov. 2021	Topic 1	Critical Thinking	Topic 1	Critical Thinking
	Topic 2	Interpersonal Skills	Topic 2	Interpersonal Skills

Dr.Asha Yadwadkar
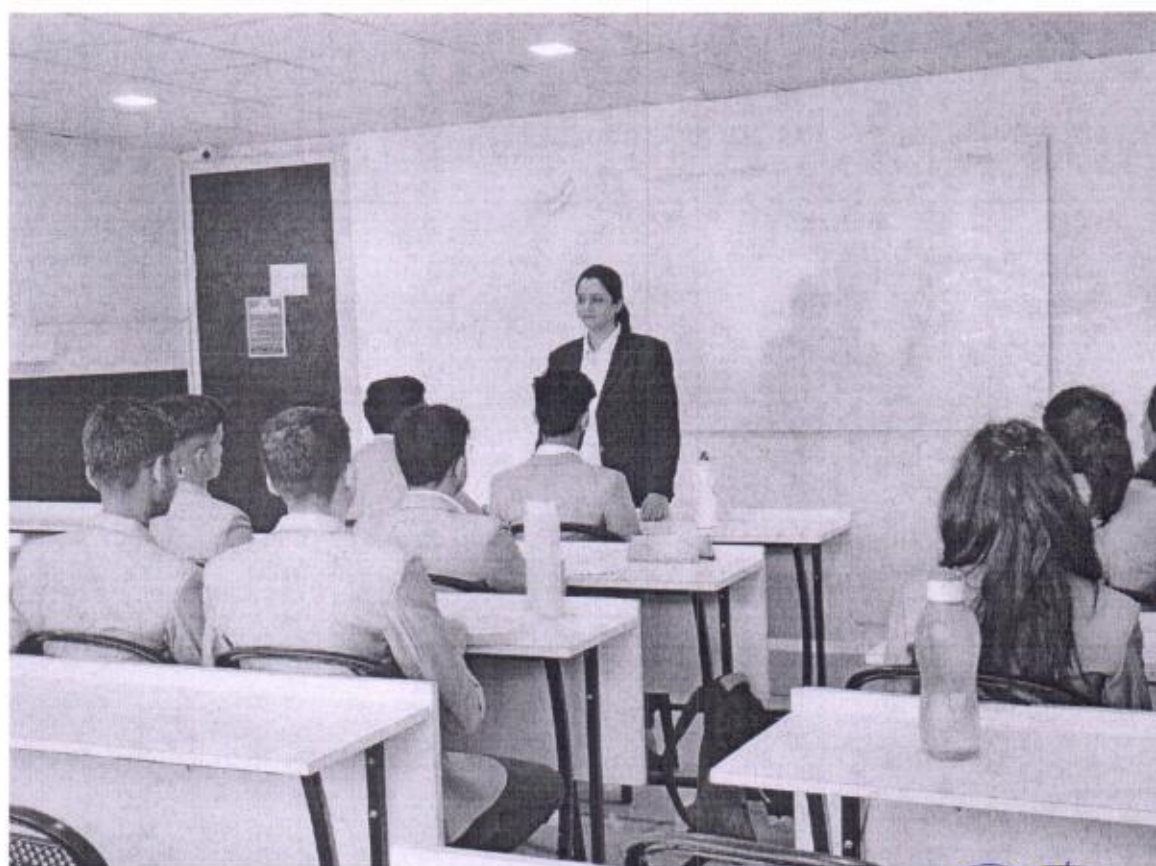
Principal
Pragnaya College of Mgmt. & Comp. Studies
Pune-411028.

Pragnya College of Management & Computer Studies

Date: 24ᵗʰ November 2021

MINUTES

Activity Report On 3 Days Soft Skill Training Program

Soft Skills is a very popular term nowadays, used to indicate personal & transversal competencies such as language and Communication capability, also ability of working in team and other personality traits. Soft skills are strategic to be successful in personal and professional life then is essential for the students when they try to obtain any kind of Job.

In order to improve these abilities, **"Pragnya College of Management & Computer Studies"** has conducted a 3 days Soft Skills Training Program, along with outsourced team members "**Nilaya ICATS Institute of Commerce", Pune** dated (8ᵗʰ, 15ᵗʰ & 22ⁿᵈ)in the month of November 2021.

Learning Objectives:

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Principal
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Pune-411028.

Pragnya Educational Trust's

Pragnya College of Management & Computer Studies

Handewadi Pune

Date: 25th April 2022

NOTICE

It is hereby informed to all the students of Pragnya college of Management & Computer Studies **(Semester II, IV & VI)** that a three-day workshop on Soft Skills Training is being organised in the college dated **(3rd, 10th,17th)** in the month of May 2022. This is a good platform for our students to learn the soft skills, which will be very beneficial for their future.

As we have outsourced training of soft skills with **"Nilaya ICATS Institute of Commerce"**, **Pune .** All the students are hereby directed to attend this training program without fail and get benefitted by this workshop.

Schedule for Training Program	
10:00 AM to 11:00 AM	Training session I
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Dr.Asha Yadwadkar

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Pragnaya College of Mgmt. & Comp. Studies
Pune-411028.

Pragnya College of Management & Computer Studies

Handewadi Pune

Schedule for Soft Skill/Skill Based Courses

In Collaboration with Nilaya ICATS Institute of Commerce

Session 2021-2022

(Month-May, 2022)

Date/Date	Session I:	10 a.m. -11 a.m.	Session II:	12 a.m. – 1 p.m.
	Semester II	Subject	Semester IV / VI	Subject
Day 1 3rd May 2022	Topic 1	Problem Solving	Topic 1	Problem Solving
	Topic 2	Communication	Topic 2	Communication
Day 2 10th May 2022	Topic 1	Time Management	Topic 1	Time Management
	Topic 2	Team Work	Topic 2	Team Work
Day 3 17th May 2022	Topic 1	Critical Thinking	Topic 1	Critical Thinking
	Topic 2	Interpersonal Skills	Topic 2	Interpersonal Skills

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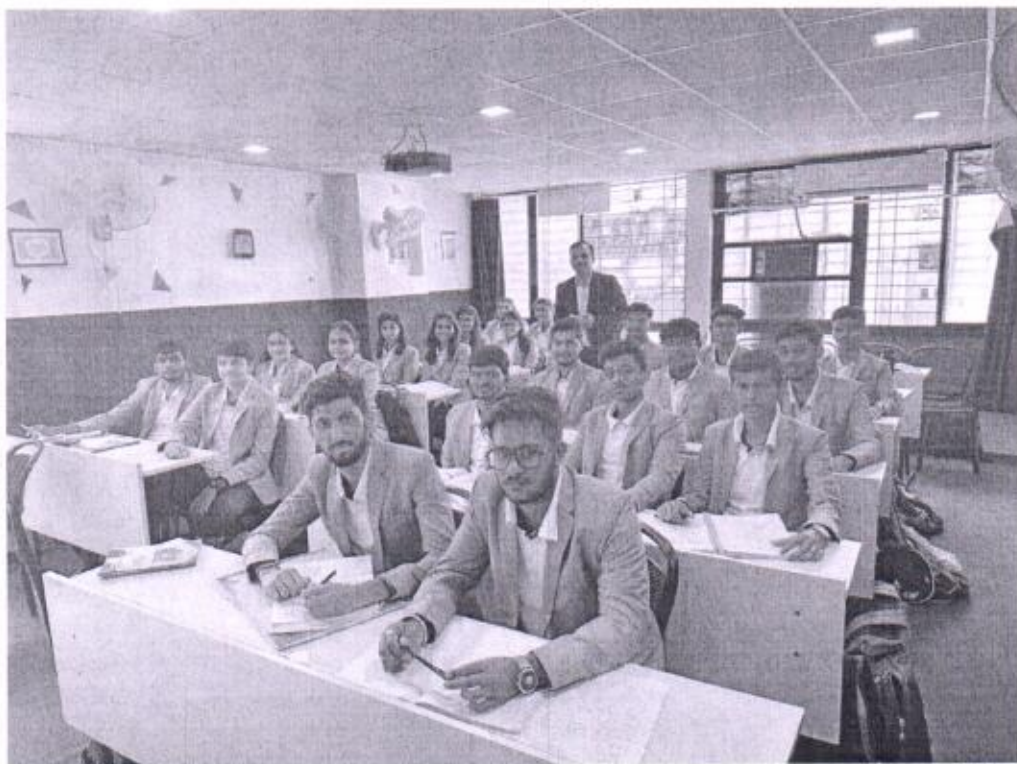
Principal
Pragnaya College of Mgmt. & Comp. Studies
Pune-411028.

Date: 20th May 2022

MINUTES

Activity Report On 3 Days Soft Skill Training Program

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Learning Objectives:

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