

# EMPOWERED EDGE

## SOFTSKILLS TRAINING REPORT



RUSA: Lady Keane  
Conducted by: COLKS SKILLS

# TABLE OF CONTENTS



- About COLKS SKILLS: Page 1
- Where are we based: Page 2
- Project Highlights: Page 3-5
- What are Soft Skills: Page 6-7
- Benefits from Soft Skills Training: Page 8-9
- Training Details: Page 10
- Trainer Profiles: Page 11
- Training Methodology: Page 12
- Batch Details: Page 13-16
- Training Activities: Page 17
- Topics: Page 18
- Snippets: Page 19-29
- Certification: 30-33
- Conclusion: Page: 34
- Annexure (Registration Forms, Orientation Forms, Feedback form)



# ABOUT US



In the year 2015, COLKS was launched with just 30 farmers from Meghalaya who were trained in Apiculture. Today more than 300000+ farmers across the Himalayas are part of the ecosystem.

We strongly believe in creating change and changing lives through innovative practices. Our aim is to provide opportunities for sustainable livelihood and gainful employment primarily for farmers and the rural masses.

We work exclusively in the field of Agriculture & Allied Services, acting as an Aggregator for all Agro & Allied Produce facilitating Skills Training, Market & Financial

Linkages and Brand & Product Development through the adoption of scientific and innovative methodologies.

# WHERE ARE WE BASED

- MEGHALAYA
- MIZORAM
- NAGALAND
- ARUNACHAL
- UTTARAKHAND



# PROJECT HIGHLIGHTS



Education can be thought of as the transmission of the values and accumulated knowledge of a society. In this sense, it is equivalent to what social scientists term socialization or enculturation. Children—whether conceived among New Guinea tribespeople, the Renaissance Florentines, or the middle classes of Manhattan—are born without culture.

Education is designed to guide them in learning a culture, molding their behaviour in the ways of adulthood, and directing them toward their eventual role in society. In the most primitive cultures, there is often little formal learning—little of what one would ordinarily call school or classes or teachers. Instead, the entire environment and all activities are frequently viewed as school and classes, and many or all adults act as teachers.

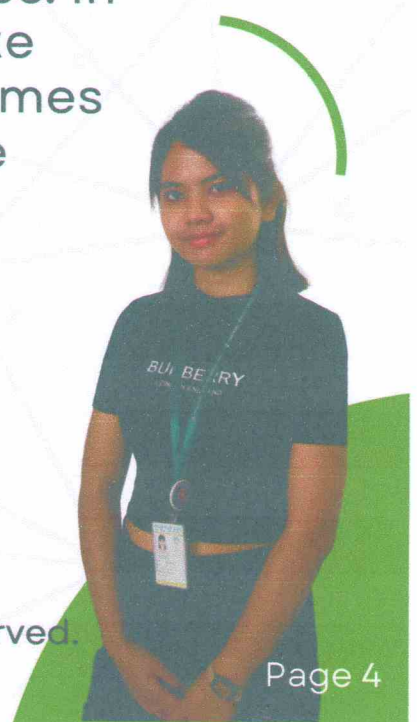


# PROJECT HIGHLIGHTS



As societies grow more complex, however, the quantity of knowledge to be passed on from one generation to the next becomes more than any one person can know, and, hence, there must evolve more selective and efficient means of cultural transmission. The outcome is formal education—the school and the specialist called the teacher.

It helps develop critical skills like decision-making, mental agility, problem-solving, and logical thinking. People face problems in their professional as well as personal lives. In such situations, their ability to make rational and informed decisions comes from how educated and self-aware they are.



# PROJECT HIGHLIGHTS



While most institutions cater to formal education academically, there are other forms of education that helps alleviate the overall aspect of a student.

In this era scholars need both technical and soft skills to prepare themselves for attaining a good career path. Having interacted with many youths through our training programs we have identified some of the key components that can bring about a holistic change in the educational journey of a student. Some of the areas are:

- Soft skills
- Career guidance



# WHAT ARE SOFT SKILLS?



Soft skills are a combination of interpersonal people skills, social skills, communication skills, character traits, attitudes, career attributes, and emotional intelligence quotient (EQ) among others that enable students to effectively navigate their environment, work well with others, perform well, and achieve their goals with complementing hard skills.

Soft skills are a cluster of productive personality traits that characterize one's relationships in a milieu. These skills can include social graces, communication abilities, language skills, personal habits, cognitive or emotional empathy, time management, teamwork and leadership traits.





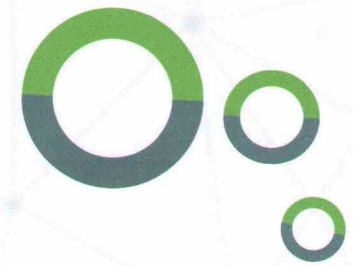
# WHAT ARE SOFT SKILLS?



Soft skills complement hard skills also known as technical skills, for productive workplace performance and everyday life competencies. Hard skills were the only skills necessary for career employment and were generally quantifiable and measurable from educational background, work experience or through interview. In the 20th century soft skills are a major differentiator, a sine qua non for employability and success in life.



# BENEFIT FROM SOFT SKILLS TRAINING

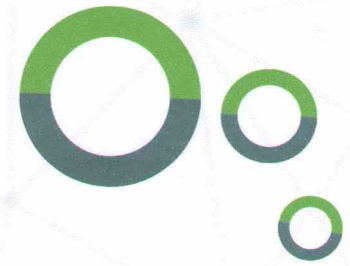


Soft Skills Training helps students develop competencies and capabilities. It creates and strengthens several work-related skills making them competent and confident in handling tasks effectively and efficiently.

It brings out behavioral changes among the trainees so that they develop interpersonal, communication, team building skills, and leadership skills. It helps them in enhancing productivity and performance at the workplace. In the case of students, the training allows them to acquire employability skills so that they can get employment easily.



# BENEFIT FROM SOFT SKILLS TRAINING



Soft Skills Training helps students develop competencies and capabilities. It creates and strengthens several work-related skills making them competent and confident in handling tasks effectively and efficiently.

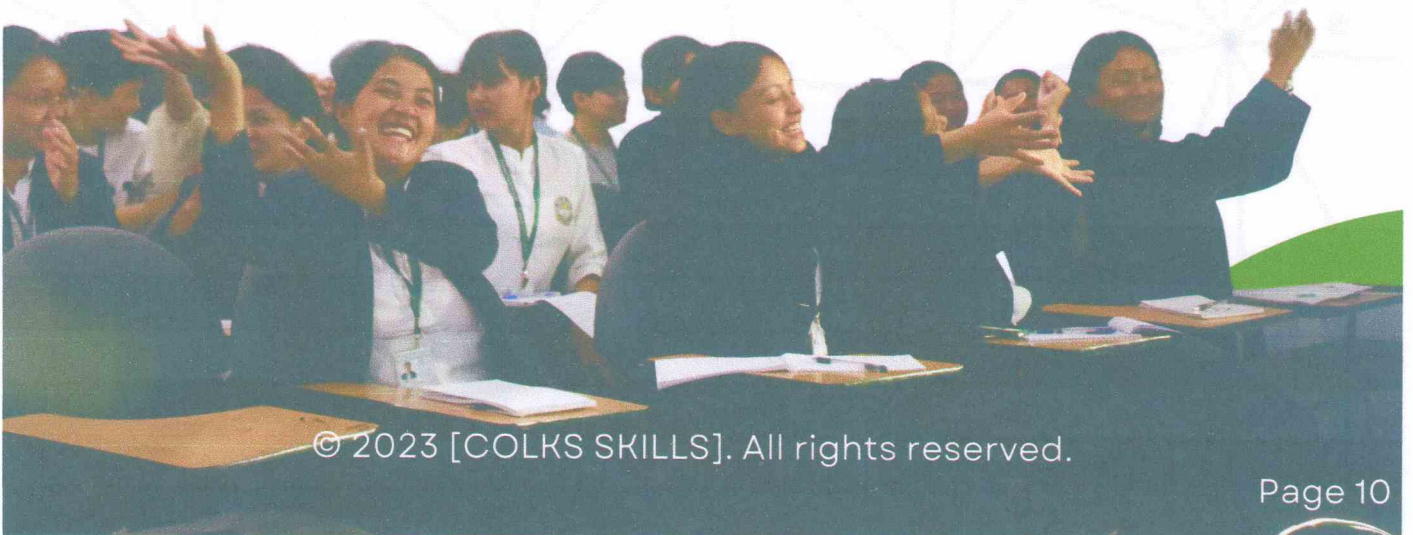
It brings out behavioral changes among the trainees so that they develop interpersonal, communication, team building skills, and leadership skills. It helps them in enhancing productivity and performance at the workplace. In the case of students, the training allows them to acquire employability skills so that they can get employment easily.



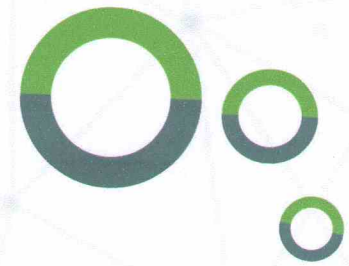
# TRAINING DETAILS

We got an opportunity to conduct a short training program with the students of the college. The sessions were remarkable as the participants were very responsive which lead to a successful program.

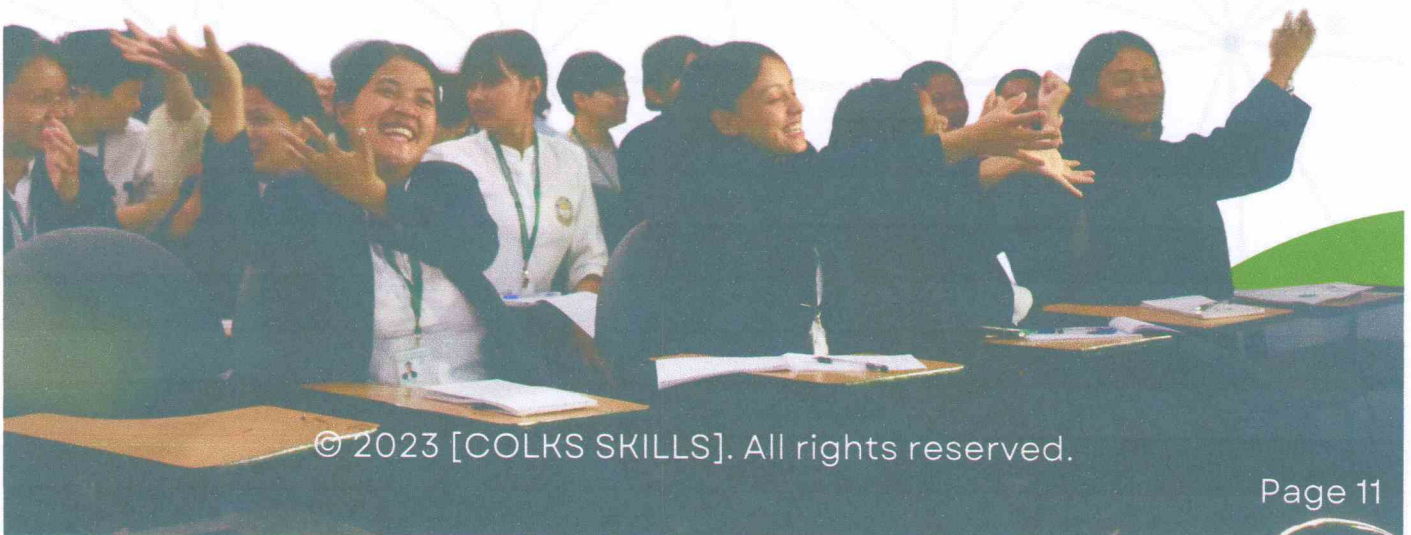
<b>Start date</b>	<b>31.08.2023</b>
<b>End date</b>	<b>11.09.2023</b>
<b>No. of participants</b>	<b>47</b>
<b>No. of hours</b>	<b>20 hours</b>



# TRAINERS PROFILE:



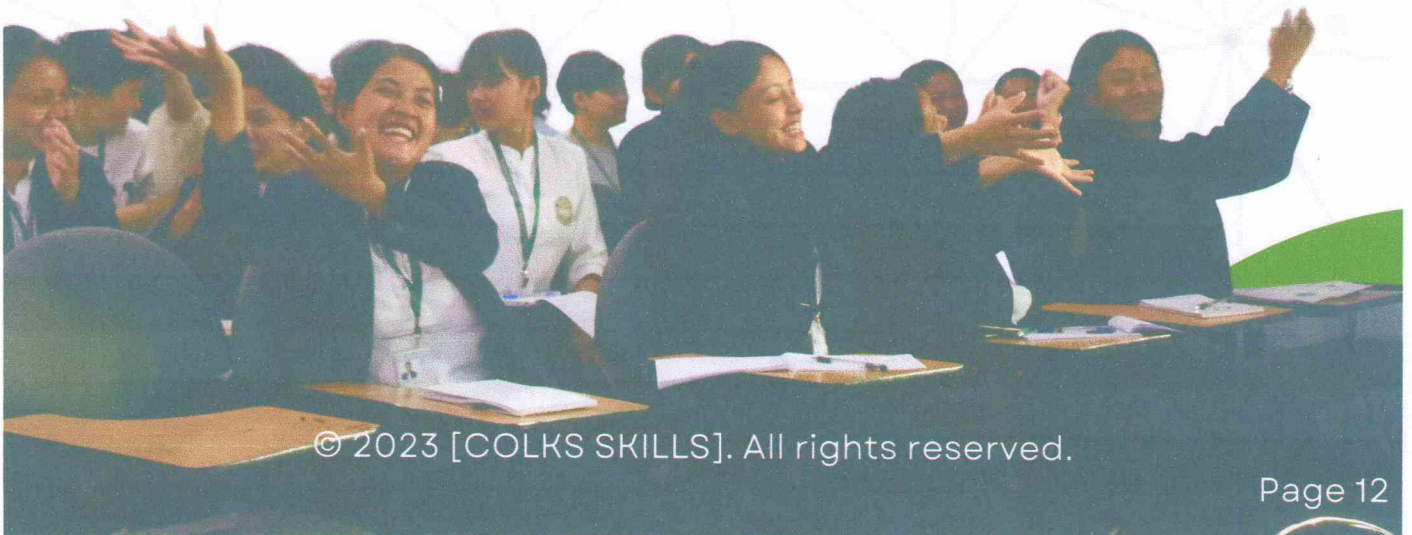
<b>Name</b>	<b>Shri. Philip Lyngdoh</b>
<b>Profile</b>	<b>Softskills Trainer/Content/Copywriter</b>
<b>Experience</b>	<b>44 + years</b>
<b>Education</b>	<b>Masters in English and American Literature</b>
<b>Extra Certification</b>	<b>Certified trainer in TESOL</b>



# TRAINING METHODOLOGY:

The training was conducted in the seminar hall of the college. It involved classroom and outdoor activities.

The sessions were mostly interactive and topics were related to the most important skills that can help a student enhance their life as a student.



# BATCH DETAILS

SL N O	Name	Department	Semester
1	Sneha Deb	Arts	3rd
2	Rishika Hajong	Arts	3rd
3	Dampa Ningkio Nayam Tamin	Arts	3rd
4	Kritina Bharali	Arts	3rd
5	Techi Sumna	Arts	3rd
6	Supriya Borah	Arts	3rd
7	Aibita Shabong	BCA	3rd
8	Kyntisha Jana	BCA	3rd
9	Wandahun Bareh	BCA	3rd
10	Nichwaki Syngkon	BCA	3rd

# BATCH DETAILS

SL N O	Name	Department	Semester
11	Sneha Deb	Arts	3rd
12	Socha Sawin	Arts	3rd
13	Naina Patel	Arts	3rd
14	Ramchanmawii	Arts	3rd
15	Lalchhanhimi	Arts	3rd
16	Tinashree Heisnam	Arts	3rd
17	Rosemary Thounaojam	Arts	3rd
18	Moirangthem H Devi	Arts	3rd
19	Balabetkynti Mawrie	Arts	3rd
20	Aime Ikabahun Dkhar	Arts	3rd



# BATCH DETAILS

SL N O	Name	Department	Semester
21	Pherrillin Nongrum	BCA	3rd
22	Esha Borgohain	Arts	3rd
23	Akarsha Buragohain	Arts	3rd
24	Lalrintluangi Pungte	Arts	3rd
25	Naphisabet Warjri	Arts	3rd
26	Consulme Mylliem	Arts	3rd
27	Nusibbabha Makdoh	Arts	3rd
28	Ria Dutta	Arts	3rd
29	Badaphira Suting	BCA	3rd
30	Indarikynti lawphniaw	Arts	3rd

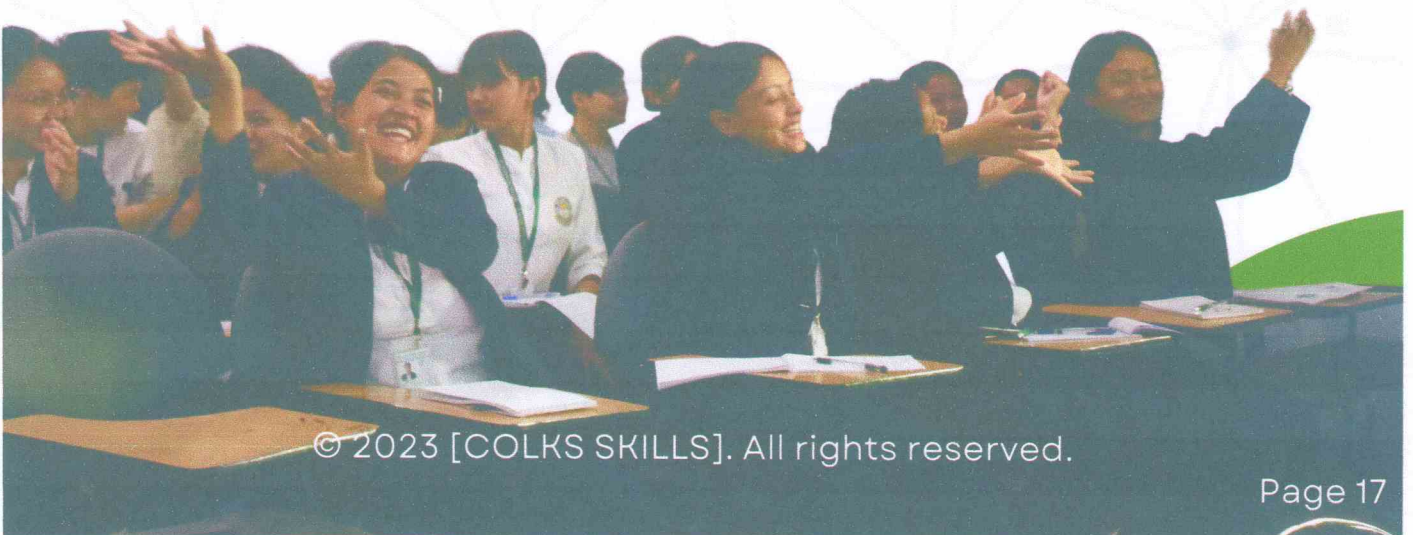
# BATCH DETAILS

SL N O	Name	Department	Semester
31	Betsheba Lamnunhoi	Arts	3rd
32	Srinjoni Dey	BCA	3rd
33	Carefully Marsharing	BCA	3rd
34	Mebarisha Synnah	BCA	3rd
35	Anuska Chetri	Arts	3rd
36	Isha Lama	BCA	3rd
37	Alisha L Nongkynrih	BCA	3rd
38	Martina Thangeo	Arts	3rd
39	Kritika Kalita	Arts	3rd
40	Sharailin Nongkhlaw	BCA	3rd
41	Kimresil S Marak	BCA	3rd

# TRAINING ACTIVITIES

## ORIENTATION DAY

The team had conducted an orientation program on the 30th August 2023 with the interested participants. A brief introduction was given about the program along with setting expectations and ice breaking session. The timing of the program was also fixed accordingly.

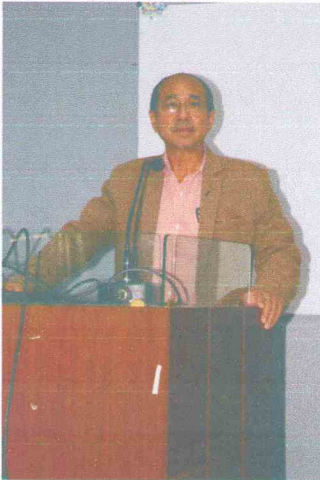


# TOPICS

<b>DAY 1</b>	<b>Introduction: Overview of Soft Skills</b>
<b>DAY 2</b>	<b>7 Habits of Highly Effective People</b>
<b>DAY 3</b>	<b>Stress Management</b>
<b>DAY 4</b>	<b>Time Management</b>
<b>DAY 5</b>	<b>Creativity</b>
<b>DAY 6</b>	<b>Communication Skills</b>
<b>DAY 7</b>	<b>Teambuilding &amp; Self-esteem</b>
<b>DAY 8</b>	<b>Drug Abuse</b>
<b>DAY 9</b>	<b>Recap of Skills/Feedback</b>
<b>DAY 10</b>	<b>Certification</b>

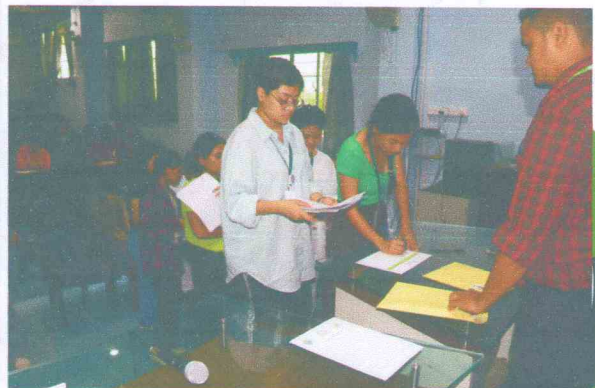
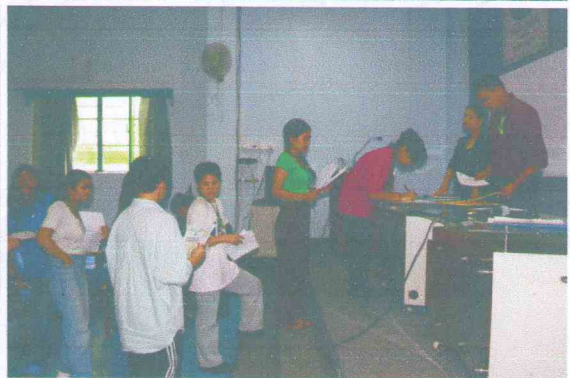
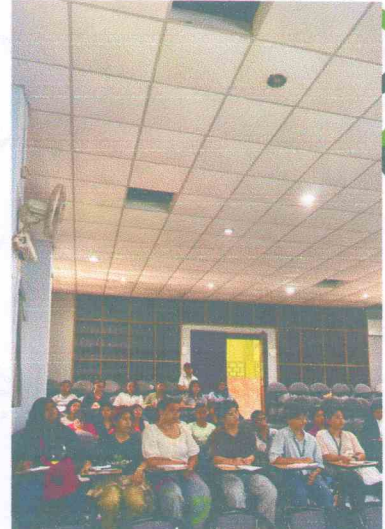
# SNIPPETS

DAY 1



# SNIPPETS

DAY 2



# SNIPPETS

DAY 3



# SNIPPETS

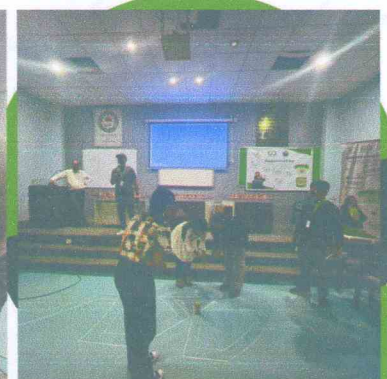
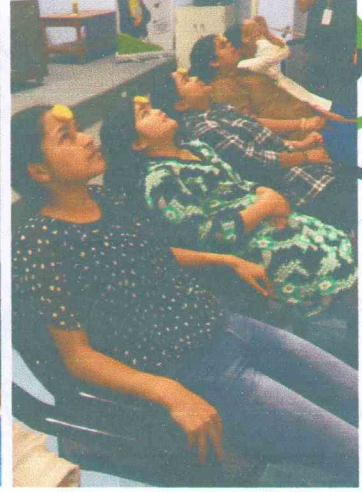
DAY 3





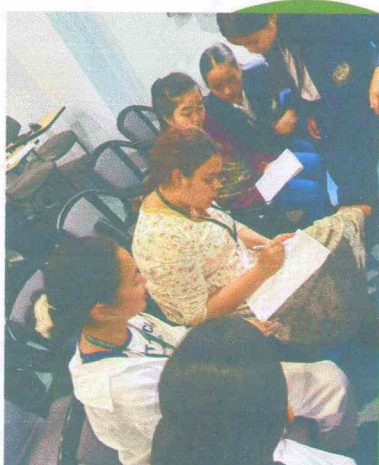
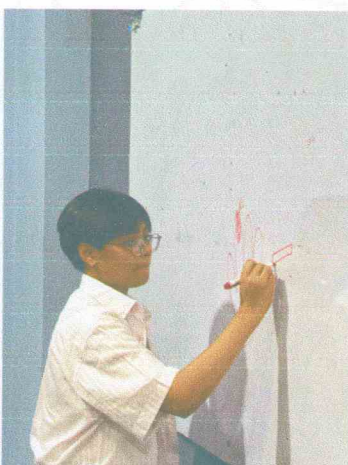
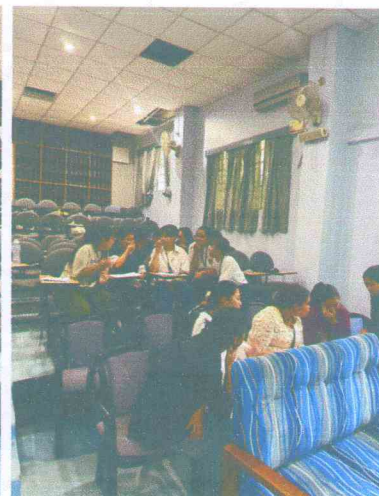
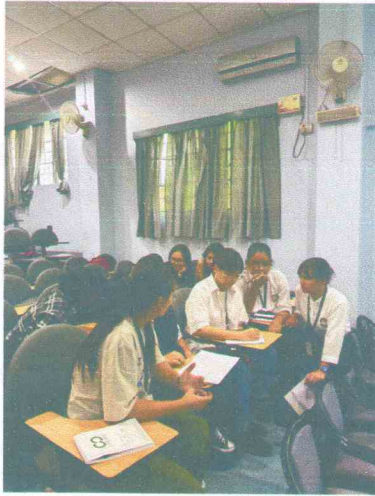
# SNIPPETS

DAY 4



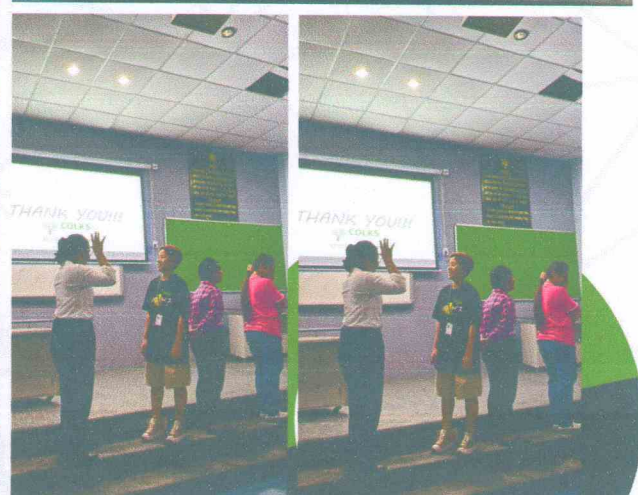
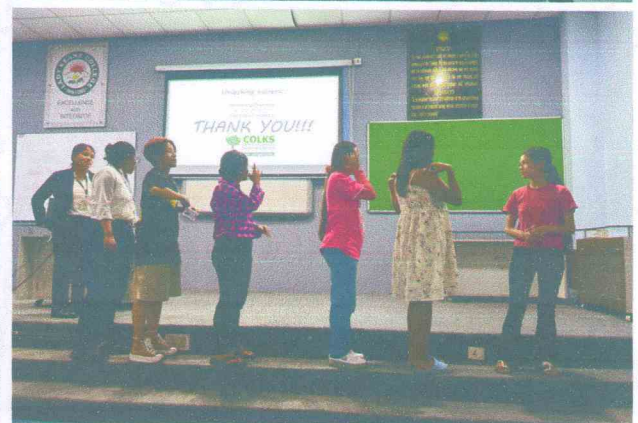
# SNIPPETS

DAY 5



# SNIPPETS

DAY 5



# SNIPPETS

DAY 7



# SNIPPETS

## DAY 8



# SNIPPETS

DAY 9



# SNIPPETS

DAY 10



# CERTIFICATION





# CERTIFICATION



# CERTIFICATION



# CERTIFICATION



# CONCLUSION

Soft Skills training has to be made compulsory in every educational institution from degree level onwards to equip employability skills when they complete their academic curriculum. We recommend Colleges to provide this training program from time to time to enhance effectiveness of their students. To sum up, everyone should know that like learning, training is also a life-long process for bringing all round development for individuals and institutions.

