

Q.11 Explain the capacity building and skills enhancement initiatives taken by the institution such as soft skills, language and communication skills , Life skills , yoga , physical fitness , health and hygiene , ICT/computing skills. Upload Document.

Capacity Building & skill Enhancement Initiatives

1. Soft Skills

Professional environment demands certain fundamental characteristics from employees such as personality traits, behavioural patterns and social attitudes in order to communicate collaborate and administer challenges effectively. hard skills are a person's technical competency which could be attained over a short period of time. However, soft skills are challenging skills that could only be acquired through constant training and practice. employees with exceptional soft practice. Employees with exceptional reach higher levels through extraordinary production and service

2. Language and Communication

Language enables a person transmit information from one place to another and it is through this wonderful tool employee and employers accomplish great heights. Communication is probably one the most important skills of all the soft skills. Ubiquitously , English is the dominant language of communication , both written and spoken , between clients and organizations around the globe . Therefore , English language skills should be nurtured and developed in order to communicate effectively in a working environment. National Webinar on " Theory and Practice of Learning " organized by Department of M.A. Human Resources Management , Dwaraka Doss Goverdhan Doss Vaishnav College , on 01.02.2021.

3.LIFE SKILLS

According to WHO (World Health Organisation) , life skills are defined as " a group of psychosocial competencies and interpersonal skills that help people make informed decisions , solve problems , think critically and creatively , communicate effectively , build healthy relationships , empathise with others, and cope with and manage their lives in a healthy and productive manner . Life skills may be directed toward personal actions or actions toward others , as well as toward actions to change the surrounding environment to make it conducive to health ," Young minds navigate their journey through adulthood to the professional world, hence they should be trained to develop their attitudes and instill social values.

4. ICT Skills

Information and communications technology (ICT) skills refer to one's ability to converse with people through various technologies. Similar to information technology (IT). ICT refers to technology use for regular , everyday tasks: sending an email, making a video call, searching the

internet, using a tablet or mobile phone , and more. ICT skills could also include the ability to use older communication technologies such as telephones , radios , and televisions.

The Essential Computer Skills List for Students

- Typing Skills. Using a keyboard is key to using a computer.
- Using Web Browsers.
- Working with Microsoft Office.
- File Maintenance .
- Goal Setting.
- Decision making.
- Problem solving .
- Critical and creative thinking .
- Executive function skills.
- Resilience.
- Perseverance.

Order to contribute to the society and attain success. Therefore, through education they are quipped with the fundamental social skills such as self-awareness, interpersonal skills and thinking skills in order to transform them into becoming a better citizen and achieve success in their career.

Some of the most important life skills are :

- Communication skills .
- Stress management.
- Emotional regulation.
- Positive thinking .
- Self-esteem.
- Empathy.
- Listening skills.
- Interpersonal effectiveness.
- Handling disputes.
- Managing relationships.
- Goal setting.