



ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University

Electronics City, Bengaluru - 100

Accredited with NAAC "A" Grade || Recognised under 2(f) & 12(b) of the UGC Act

A FRANSALIAN INSTITUTE OF HIGHER LEARNING

ONE DAY PROGRAM ON MS OFFICE

DATE: 13/09/2019

VENUE: SEMINAR HALL

CONDUCTED BY: BBA DEPARTMENT

ATTENDED BY: BBA students.

ORGANISED BY: St. Francis de sales college, Electronic city, Bengaluru.

On 13/09/2019 to enhance the soft skills of students, we had conducted a training session on **SOFT SKILLS** for the BBA students of ST. FRANCIS DE SALES COLLEGE. The resource person Ms Anjali T.V. addressed the students. Soft skills are a combination of people skills, social skills, communication skills, character or personality traits, attitudes, career attributes, social intelligence and emotional intelligence quotients

Soft skills are the key abilities that everyone needs to succeed in the workplace. There are dozens of skills that can be categorized as soft skills, including:

- Social skills
- Empathy
- Patience
- Public speaking
- Time management
- Customer service
- Project management
- Leadership
- Emotional intelligence
- Critical thinking

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In this training session, students were made to play games, in which the BLINDFOLD and Get It Together games were conducted.

Blindfold Game builds trust, listening and instructional skills. This game required four or more people in groups. They were blindfolded. Various "obstacles" such as boxes, chairs or books were used to play the game.

They constructed an obstacle course with our various items. Divided the students into teams of two. Tie a blindfold on one member and have them stand at the "start" of the obstacle course. The second member must then guide the blindfolded member through the course by calling out directions. This game encourages cooperation, successful teamwork and trust, which is crucial for effective communication. When there is a lack of trust, it builds suspicion and prevents buy-in.

Get It Together

Get It Together builds focus and encourages teamwork. The trainers divided students into two-person teams and blindfold one member. Use the tape to create a circle in the middle of the room and place various items within it. Based on directions given by their partner, the blindfolded member must retrieve specific items from the circle. The partner giving instructions may not enter the circle.

The game becomes complicated and challenging as more and more two-person teams join the fray. When it becomes virtually impossible for teams to communicate and navigate, or once all the objects have been retrieved, the game ends.

The students eagerly participated with full enthusiasm. The college encourages the faculty members to come up with a variety of events which is helpful to the students.



Co-ordinator
Internal Quality Assessment Cell
St. Francis de Sales College
Electronics City Post, Bangalore - 560 100.

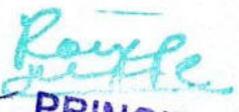


PRINCIPAL
St. Francis de Sales College
Electronics City Post, Bangalore - 560 100.

| SL.NO. | NAME | ROLL NO. | |
|--------|-----------------------|----------|---|
| 1 | ANUSHKA PATHAK | 19B061 | E |
| 2 | BHUVANA R | 19B062 | K |
| 3 | KARTHIK. V | 19B063 | H |
| 4 | KAVITHA. R | 19B064 | K |
| 5 | KEERTHANA. V | 19B065 | K |
| 6 | KIRAN KUMAR. R.G | 19B066 | K |
| 7 | LAVANYA. K.C | 19B067 | K |
| 8 | M PRASHANTHA | 19B068 | H |
| 9 | MANASA B | 19B069 | K |
| 10 | NAGOLA SANTHOSH REDDY | 19B070 | E |
| 11 | NAVEEN. G | 19B071 | T |
| 12 | NAVEENRAKSHAN | 19B072 | K |
| 13 | NIKESH EKKA | 19B073 | E |
| 14 | ORAN JURIEL DSOUZA | 19B074 | E |
| 15 | P. SHRAVANI | 19B075 | K |
| 16 | PAVAN KALYAN M | 19B076 | K |
| 17 | RANGANATH. Y.R | 19B077 | K |
| 18 | RANI. R | 19B078 | K |
| 19 | REVANTH. G | 19B079 | K |
| 20 | SABITHA. S.K | 19B080 | T |
| 21 | SANDHYA KUMARI SAHU | 19B081 | E |
| 22 | SHYAM. D.S | 19B082 | K |
| 23 | SRIVATHSA. S | 19B083 | K |
| 24 | SUHAS. S | 19B084 | K |
| 25 | SUMAIYA BANU. B | 19B085 | T |
| 26 | SUPRIYA. S | 19B086 | E |
| 27 | SUSHMITHA. J | 19B087 | K |
| 28 | THOUSIF UR REHMAN I | 19B088 | K |

| | | | |
|----|---------------------|--------|---|
| 29 | VINEETH. M | 19B089 | K |
| 30 | SHYLASHREE V | 19B091 | K |
| 31 | ARCHANA R | 19B092 | K |
| 32 | AKIL REDDY A | 19B093 | K |
| 33 | MOHAMMED JUNAID | 19B094 | H |
| 34 | PRAJWAL P | 19B095 | K |
| 35 | MAMATHA D V | 19B096 | K |
| 36 | VIJAY ANTHONY A | 19B097 | K |
| 37 | SUNANDA KARJEE | 19B098 | E |
| 38 | S UDAY | 19B099 | T |
| 39 | REHAMAN ULLA KHAN K | 19B100 | H |
| 40 | MAHESH M | 19B101 | K |
| 41 | VISHWAS VINOD | 19B102 | K |
| 42 | KEMPEGOWDA | 19B103 | K |


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