

**CAPACITY BUILDING  
&  
SKILL DEVELOPMENT COURSES**

*On*

*Soft Skill Development  
Language and Communication*

*Co-ordinated by  
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# SOFT SKILL

## **Objectives of Soft Skills Training**

- By the end of the soft skills training program, the students should be able to:
- To develop effective communication skills (spoken and written).
- To develop effective presentation skills.
- To conduct effective business correspondence and prepare business reports which produce results.
- To help formulate problem solving skills.
- To create a desire to fulfil individual goals.
- To educate students about unproductive thinking, self-defeating emotional impulses
- Soft Skills Learning Outcomes
- In addition to the outdoor survival and bush craft skills, participants will develop their social and work-life skills, as well as their personal and emotional well-being, including:  
Resilience, Teamwork, Leadership, Communication, Emotional maturity and emotional health, Confidence and enthusiasm for learning, Citizenship, Responsibility, Employability skills.

# Talk of The Town

## *Contents*

- |  |           |
|--|-----------|
| 1) Introduction to Communication & GD Basics | 08-Dec-21 |
| 2) Strength & weakness Analysis              | 09-Dec-21 |
| 3) Resume Writing                            | 10-Dec-21 |
| 4) Mock PI, Interview Basics                 | 13-Dec-21 |
| 5) Mock PI                                   | 14-Dec-21 |
| 6) Group Discussion Practice session         | 15-Dec-21 |
| 7) Group Discussion Practice session         | 16-Dec-21 |
| 8) Presentation Skill                        | 17-Dec-21 |
| 9) Interview Practice                        | 18-Dec-21 |
| 10) Feedback, Suggestion                     | 20-Dec-21 |

## **LANGUAGE & COMMUNICATION**

### **Objectives:**

The fundamental objectives of language and communication and the learners need to develop all the skills of Language such as reading, writing, listening and speaking .The main aim of the language and communication is to make individuals competent in communication and 'how' the students will show what they are learning.

### **Outcomes:**

Two fundamental components of education are language and communication. Without communication, learning cannot happen. However, among English learners with significant cognitive disabilities, communication may look different. Language may also manifest somewhat differently in this population but its structure and consistent shared meaning allow for more complex thoughts and learning. Therefore educators must have a deep understanding of communication and language and of how students in this population use both. When seeking to identify how English learners with significant cognitive disabilities learn language and communication, educators must clearly distinguish between language and communication.

# **Talk Of The Town**

## ***Contents***

- |    |   |           |
|----|---|-----------|
| 1) | Introduction to Communication & Expectation Setting   | 08-Dec-21 |
| 2) | Deconstructing Vocabulary & Vocabulary based activity | 09-Dec-21 |
| 3) | Tips & Effective Speaking & Activity                  | 10-Dec-21 |
| 4) | Improving Listening & Reasoning                       | 13-Dec-21 |
| 5) | Tips & Tricks for effective Presentation Skill        | 14-Dec-21 |
| 6) | Problem Solving Skill, Finale, Suggestion & Feedback  | 15-Dec-21 |