

**G.S. Science, Arts & Commerce College Khamgaon**

**Report of way to success 2022-23**

Course was started from 16.03.2023 to 30.4.2023 at A V Theater

Name of the course : Way to Success and Self Development

Name of Coordinator : Dr. V S Athawar, G S College Khamgaon.

Name of Soft Skill Trainer : Dr. D.S.Talwankar , Principal G S College Khamgaon  
Dr. P.P.Thakur @gsck., Associate Profesor in English@GSCK  
Dr. A.D.Bhosle , Profesor in Commerce, G S College Khamgaon

Teaching Hours : 30 hours

Objectives of the course :

- To improve communication skills Pronunciation Skill & Body language.
- How can students improve time management skills & Tips for time management.
- How to face Interview, How to Set Goals & Presentation Skill.
- How to concentrate on Study .

All these Soft Skill Knowledge is very essential to each and every students.

No of students admitted : 350

No of students passed : 184

Coordinators Remark : Course should be continued for the sake of students.

## **Syllabus 2022-23 ( Six lecture series course)**

### **UNIT – 1**

1.1- Goal Setting – Why set goals?, Benefits of goal setting, How to achieve-goal?

1.2 – EFFECTIVE COMMUNICATION SKILLS –

Definition of communication , Choice of words ,Pronunciation, Body language

Gesture & posture ,Power of listening

**Ref.books** – Goals –Brain Traicy

Professional Communication Skills – S. Chand

### **UNIT – 2**

2.1 – INTERVIEW SKILLS- Definition of interview ,Types of interview ,How to prepare for interview?, Types of questions

2.2 –CONCENTRATION TECHNIQUES- Why we can't concentrate?, How to concentrate?, Study tips ,Concentration tips

**Ref.books-** Concentration & Meditation – Swami Sivananda

The art of interview skill – Fiona Setch

### **UNIT -3**

3.1- PRESENTATION SKILLS – Steps of presentation making , Qualities of presenter, Purpose setting of presentation, Body language of presenter

3.2 –TIME MANAGEMENT – Why it is important?, How can students improve time management skills ?, Tips of time management

**Ref.books-** Effective presentation skills – Steve Mandel

Time management for student- vijay Agarwal