

## **New Horizon College of Engineering**

Report of **Induction program** conducted for the new office executives and personal assistants of various departments on December 05 & 06 2018

### **Objectives fulfilled:**

To enable the participants to be aware of activities conducted in the campus, to make them learn required soft skills for the institutional culture and to respond to various requirements appropriately in their team work and personal grooming and professional development.

Day 1: there were 4 participants, 1) Vinodini, 2) Sheethal, 3) Shruthi & 4) Asha Jayanth.

### **Topics covered:**

#### **1) Soft skills required**

- a) Empathy - A video was shown and discussion followed.
- b) Motivation - How self-motivation is important was discussed
- c) Self Esteem – A discussion on how positive attitude can be developed by working on strengths.
- d) Hovering strengths - A written activity was conducted for classifying various types of strengths.

#### **2) Team work**

- a) Types of people in a team - A short video was shown and participants were asked to write their understandings
- b) How to respond to the various behavioral issues faced while doing a team work- an activity was conducted.
- 3) Handling Peer pressure - Various examples were discussed
- 4) **Personality Development** — Discussions with visuals through power point.

- a) Appearance
- b) Personal hygiene
- c) Rules to introduction
- d) Body Language

Day 2: We had 5 participants, 1) Vinodini, 2) Sheethal, 3) Shruthi & 4) Asha Jayanth, 5) Ramanajeya

### **The topics covered:**

- 1) **Professionalism** - Elements of Professionalism
  - a) Perception on professionalism at organizations
  - b) Characteristics of professionalism - **5 C's**
- 2) **Types of behavior** - Assertive, Passive, Aggressive
- 3) **Time Management** - How to prioritize and make note of things to perform.
- 4) **Procrastination** - Eat the frog video was shown to teach how to avoid procrastination.

**Prepared by Ms. Hima Bindu J**