

Workshop on Inter personal and Technological Skills to Lab Assistant to NHCE **on 12th August 2017**

New Horizon Quality Assessment and Skill Development Center organized a workshop for New Horizon College of Engineering Lab Instructors dated 12th August 2017 on “Interpersonal and Technological Skills” based on the requirements collected from the Lab Instructors themselves.

The email with the timetable was sent across to all the departments requesting the Head of the departments to depute their Lab instructors to the Workshop being conducted exclusively for them. Based on which the total participants invited for the workshop were 57; Out of which 55 of them took part in the program.

Objectives for the lab Assistant Training:

1. To accept challenges and improve their interpersonal skills
2. To utilize their potentials in their given role by prioritizing their work
3. To enable self-analysis of their appearance.
4. To make them realize the importance of Personal and Professional development
5. To meet the needs of the stakeholders
6. To work in teams by cooperating and respecting each other
7. To enhance their Technological skills to meet the higher needs

All the required materials were organized for the workshop, attendance, feedback forms, Hands out etc. The MCA Lab was blocked for the afternoon session.

Execution:

On 12th August 2017, all the participants had assembled at 9:15 am in MBA Seminar Hall, in the Management Block; the program began by welcoming all the participants and the guests of honor Mr. Eshwar Sundaresan, Dr.Girija.N.srinivasalu, Director, QASDC to the program by Ms. Ms. Bindu Menon. It was followed by the brief introduction about the importance of Faculty Development program by Dr.Girija.N.Srinivasalu. Eventually, the session was handed over to Mr. Eshwar Sundaresan.

He addressed the group about “Inter Personal Skills- Communication with stake holders (Authorities, students and others) Personality Development - Grooming, Body Language, Professional Ethics”. The session had lot of activities in the form of illustrations, Role plays, and the ways in which the lab equipment can be handled with care by ensuring the safety measures in place. He also emphasized the importance of having to communicate appropriately in any given scenarios; he tried to role play the said situation with relevant examples. The Trainer also made sure that the participant’s stage fear is reduced by boosting their confidence levels and having them take part in various activities. As per the feedback received, 83% said that it was very good they enjoyed the session thoroughly and had requested for another session of such kind.

Afternoon Session was on Technological skills conducted in the MCA Lab by Ms. Sudha Malwin, QASDC; to provide hands on experience on the MS Office tools to all the participants. The session had activities like writing a letter in Microsoft Word and familiarizing all the features available in the MS word 2007. The participants were very attentive and sincere. The last part of the program were focused on Microsoft Excel to teach them all about the basic features available in the application and the ways in which it can be used. All of them requested for another program to learn MS Excel in detail.

The participants thanked the management for having organized such programs for the Lab instructors and taking interest to improve their skills too.

The session wise attendance was collected. The refreshments and lunch was organized. Overall, the sessions were very helpful and interactive.