



NEW HORIZON EDUCATIONAL INSTITUTION

Ring Road, Bellandur Post, Near Marathalli– 560103

QUALITY ASSESSMENT AND SKILL DEVELOPMENT CENTER

PARTICIPATION CERTIFICATE

This is to certify that

Mr./Ms. _____ from _____

*department has participated in the workshop on “Energize your Expertise”
organized by NHQASDC for the Administrative staff & Office Executives
on _____ & _____ 2018 at the New Horizon College of Engineering .*

*Dr. Manjunatha
Principal –NHCE*

“In pursuit of Excellence...”

*Dr. Girija.N.Srinivasalu
Director –NHQASDC*

TOPICS COVERED DURING WORKSHOP ON “ENERGIZE YOUR EXPERTISE”

- Practicing Proactiveness
- Communication Skills
- Body language
- Grooming– Dress, expressions
- Social Etiquette
- Analysis of Data– MS-Word & MS-Excel
- E-mail Etiquette
- Relationship Management
- Procrastination