



Audyogik Shikshan Mandal's
(Society Regd. No. Maharashtra/1330/Pune 83; Public Trust No. F-2451/Pune 83)
INSTITUTE OF PROFESSIONAL STUDIES (IPS)

(Approved by AICTE, Govt. of India & affiliated to University of Pune)
AICTE CODE : 1-4240185 DTE CODE : MB6166 AISHE CODE : C-46639

“Soft-Skill Training Program In Collaboration With MB-Reliance Foundation”

Date: 11th February 2025 -13th February & 17th February 2025

Time: 12:00 p.m. to 3:30 p.m.

Venue: ASM’s Institute of Professional Studies HBX Hall

Introduction:

On 11th February 2025, ASM’s Institute of Professional Studies organized a Four-day workshop under Soft-Skill Training Program in Collaboration With MB-Reliance Foundation for Students. The workshop aimed to develop Soft-Skill, Improve Confidence.

Objective:

The primary objective of the Soft skill development program was to:

- Enhance Communication Skills – Develop verbal and non-verbal communication to express ideas effectively.
- Improve Interpersonal Skills – Build strong relationships and teamwork abilities.
- Develop Leadership Qualities – Foster decision-making, problem-solving, and leadership capabilities.
- Boost Confidence & Public Speaking – Improve self-presentation and stage confidence.
- Enhance Time Management – Learn prioritization and efficient time utilization.
- Strengthen Emotional Intelligence – Develop self-awareness, empathy, and resilience.
- Improve Adaptability & Problem-Solving – Learn to handle challenges and think critically.
- Develop Professional Etiquette – Understand workplace ethics and corporate behavior.
- Enhance Conflict Resolution Skills – Learn negotiation and effective conflict management.
- Prepare for Career Readiness – Improve resume writing, interview skills, and workplace adaptability.

Speakers:

1. Mrs. Manisha.
2. Mrs. Kavita Prasad

Report:**Day 1:**

The Day Started with an felicitation of guest by honorable Director of ASM's IPS Dr. Sudhakar Bokephode and honorable Dean Dr. Vikas Barbate. Asst. Prof. Mrs. Jyoti Gawhane Introduced the Speaker Kavita Prasad Madam & Manisha Madam.

Then Kavita Maam gave an information about the program & how many clients they have. How many students can get Job in Multiple Sectors Like Retail, IT sector, Banking, Finance, Health Care, Sales Etc. After that she discussed about how many concept they are going to cover in this upcoming 4 Days. Like,

1. Soft-Skill Development
2. Resume Writing
3. Group Discussion
4. Self Confidence
5. Problem Solving
6. Mock Interview
7. Goal Setting
8. Drive .etc.

In First Day of Program, they conducted activity like Group Discussion and Ask to Write Question to the Students Like

1. What Is Your Strength?
2. What is Your Weakness?
3. Write 3 Things U Have to Do in Your Life?
4. What Is Your Dream?

In Group Discussion They Take Students and Give a Topic Like Women Should Work or Not? And Give 2 Minets of Time to Per Student to Talk About Their Own Opinion About the Same Topic

Day 2

A Speaker of the Day Is Manisha Madam She starts A Day With

1. Self-Awareness Topic

She Discuss Self-awareness is an essential skill that influences various aspects of life, including emotional regulation, decision-making, and interpersonal relationships. Its development leads to numerous benefits, such as improved mental well-being, stronger leadership abilities, and enhanced problem-solving skills

She Ask a Question to students What 3 Things U Want in Ur Life?

Then She Move the Second Topic of Day Is.

2. Self –Reflection.

Self-reflection is the practice of introspecting and analyzing one's own thoughts, feelings, decisions, and behaviors. This process allows individuals to better understand their inner world and gain clarity about their.

1. Motivations
2. Goals, and
3. Action
4. Evaluate yourself
5. Manage your emotions
6. Self- Confidence Etc.

It involves asking questions like: -

- What went well today?
- What could I have done differently?
- How did I feel in certain situations, and why?

3. Self-Talk

It is important to understand what we say to ourselves how we treat ourselves and what we think about ourselves.

Self-talk is the constant stream of thoughts and internal dialogue that runs through a person's mind. It encompasses both conscious and unconscious thoughts and can influence how individuals perceive themselves and their environment. Self-talk occurs naturally and can be an automatic response to various situations, experiences, and emotions. The way individuals talk to themselves can greatly influence their emotional and mental well-being.

It Includes 2 Types of Sentences Like: -

Positive sentence and negative sentence: -

1. I love my self for who I am
2. I can't do anything right
3. I'm a failure
4. I trust in my self
5. I have the strength to make my dream come true
6. I am terrible
7. I'm not confident enough to do that

Do and Don'ts When Setting Goals: -

- **Do:-**
 1. Do create plan
 2. start small
 3. Write down goal
 4. Track progress
 5. Prepare Yourself for failure
 6. Find support system
 7. Do reward Your success
 8. Be Time-Bound

- **Don'ts :-**

1. Don't wait for somebody to begin
2. Don't focus on too many things
3. Don't fool Yourself
4. Don't Set Unrealistic Goals
5. Don't Compare Your Goals to Others
6. Don't Neglect Your Well-being

Day 3

A Speaker of the Day Is Manisha Madam She starts A Day With

1. First Impression

- **Introduction of How to make a Good, first impression**

A first impression is a crucial factor in establishing relationships, whether in personal or professional settings. The initial moments of interaction often set the tone for future communication and connections. Making a good first impression can influence the perception others have of you, which can open doors to new opportunities and foster positive relationships

- **Types of First Impression**

1. Visual First Impression (Appearance)
2. Verbal First Impression (Communication)
3. Negative
4. Neutral

4 important senses

1. Sight
2. Smell
3. Hearing
4. Touch

2. Healthy Relationship

A **healthy relationship** is one where both individuals feel valued, respected, and supported. It is built on trust, open communication, mutual respect, and shared goals, creating a positive environment

- **Why healthy relationship important**

1. Less stress
2. Better healing
3. Healthier behavior
4. Longer life
5. Greater sense of purpose

- **Characteristics of healthy relationship**

1. Trust
2. Mutual respect
3. Mindfulness
4. Welcoming diversity
5. Open communication
6. Talk with each other
7. Be flexible
8. Fight fair
9. Be yourself
10. Keep expectations realistic

3. Teamwork

Teamwork is the collaborative effort of a group of individuals working together to achieve a common goal or objective. It is essential in many areas of life, especially in professional, academic, and personal settings, as it brings together diverse skills, ideas, and perspectives that can lead to more efficient and effective outcomes.

1. Habits of Good team player
2. Help others

3. Set limits
4. Do your share
5. Be positive
6. Volunteer to do extra

- **Tips to Reconcile Differences**

1. Accept your Own Self and Others as They Are
2. Accept Your Own Feelings as well as Others
3. Communicate Clearly, Politely & Warmly with Others at all Time
4. Don't Play Blame Game

Photos:



4 DAYS SOFT SKILL TRAINING PROGRAM IN COLLABORATION WITH
MB - RELIANCE FOUNDATION,PUNE AND ASM'S INSTITUTE OF
PROFESSIONAL STUDIES

Speaker: Ms.Kavita Prasad

Chief Patron: Dr.S.J.Bokephode
Director, ASM's IPS, Pimpri

Convenor: Dr. Vikas Barbate, Dean
ASM's IPS, Pimpri

Coordinator: IQAC ASM's IPS

Date: 11/02/2025 To 14/02/2025

Time: 12:00pm-3:30pm

Venue: ASM's IPS HBX Hall





GPS Map Camera
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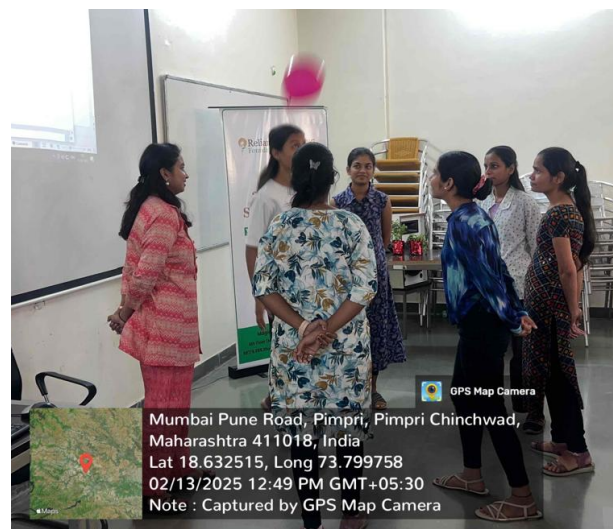
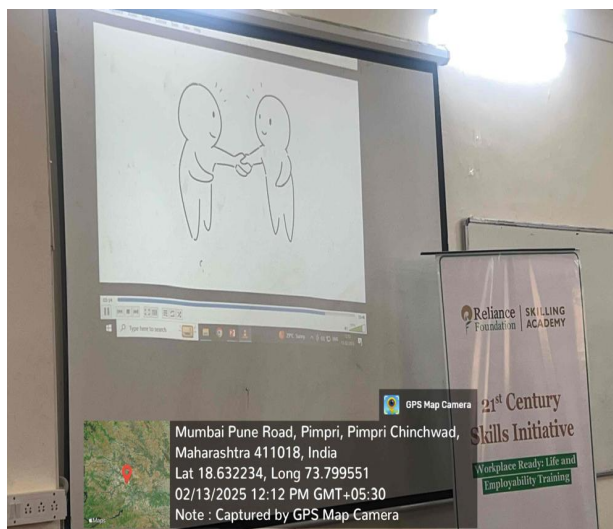
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Outcomes:

The **Soft Skills Training Program** enhanced students' communication, teamwork, and leadership abilities, boosting their self-confidence and professionalism. Participants developed time management, emotional intelligence, and problem-solving skills, enabling them to handle real-world challenges effectively. They learned workplace etiquette, conflict resolution, and career readiness techniques, improving their employability. By the end of the program, students demonstrated improved interpersonal interactions, adaptability, and decision-making, preparing them for successful academic and professional journeys.