

insproIT
An inspiration towards Technology
Soft Skill Workshop Plane

Two Days Soft Skills Workshop

This Workshop has always focused on Soft Skill development of students, and through this workshop on Soft Skill training it tries to accomplish that it will spotlight on developing Communication, Leadership and Interview Skills.

Communication Skills Workshop

- ⌚ The Basics of Interpersonal Communication
- ⌚ Structuring communication:
- ⌚ Developing effective probing skills
- ⌚ Listening
- ⌚ Dealing with difficult conversations
- ⌚ Giving and receiving feedback
- ⌚ Non-verbal
- ⌚ Interpersonal Effectiveness in Meetings

Leadership Skill Workshop

- ⌚ Effective vs. ineffective leadership – A study
 - Types and styles of leadership
 - Principles of leadership
 - Basic personality traits required for leadership
 - Developing leadership skills
 - Skills required for managing people
 - Appreciating personality differences
 - Motivating Employees
 - Coaching for Better Performance
- ⌚ Critical skill analysis:
 - Personal skills
 - Interpersonal skills
 - Group skills

Interviewing Skills Workshop:

- ⌚ Determining the core competencies – both technical and functional
 - Knowledge
 - Skills
 - Attitudes
 - Credentials
 - Experience
- ⌚ Prioritizing competencies
- ⌚ Identifying the role of the candidate in the team
- ⌚ Progressive Stages of an Interview
 - Preparing for an interview
 - Opening an interview
 - Building rapport
 - Gathering information
 - Giving information
 - Closing an interview
- ⌚ Probing Skills:
 - Effective use of questions
 - Types of Questions:
 - Open-ended questions
 - Close-ended questions
 - Factual Questions
 - Questions about Opinions and Feelings
 - Exploratory Questions
- ⌚ Acceptable and Unacceptable Questions
- ⌚ Key Areas of Interviewing:
 - Having the right body language while interviewing
 - Reading the body language of the interviewee
 - Having the appropriate tone while interviewing
 - Importance of listening skills while interviewing
 - Effectively dealing with the pressure of attaining targets

Requirements:

1. Seminar hall/classroom having the enough capacity to conduct hands-on-session for all participants. Good Quality public address system ideally two cordless mikes will be required. Projector/ Screen along with black/white board for teaching and presentation purposes.
2. One small stereo jack cord to connect in laptop for its sound system.

Responsibility of an Organizer:

1. Hospitality (2 days) for a team of 3-4 members.
2. Pick and Drop facility from the nearest railway station/bus stop/ airport.

Workshop Highlights:

1. Learn and interact with one of the respected authorities.
2. insproIT certification will be given to the student are recognized in the industry.
3. Improve your job prospects and get an edge over your counterparts.
4. Interactive Query sessions, Live Demos, PowerPoint Presentation

Registration charges:

1. Registration Charges for per participate Rs. 800/- only for three days workshop.
2. The fee includes soft skill workshop training, certification, and Event.

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