

## **One Day Workshop on 'Soft Skill Development Program for Capacity Enhancement of Non-Teaching Faculty'**

One Day Workshop on “**Soft Skill Development Program for Capacity Enhancement of Non-Teaching Faculty**” was jointly organized by NAAC Criteria VI- Leadership, Governance and Management and Quality Improvement Programme Committee of the institute. The workshop was introduced by Dr. V. M. Ghorpade, PG Dean and inaugurated at the hands of Hon. Prin. Dr. B.T. Jadhav. In his presidential address, he informed about skilling, upskilling and reskilling aspects of skill sets especially of non- teaching faculty and its role in effective governance of educational institutes.

Prof. Dr. A. M. Gurav (Department of Commerce and Management, Shivaji University, Kolhapur) was invited as a resource person for first session of the workshop. Prof. Gurav elaborated on significance of “Effective Communication Skills at Workplace”. He emphasized on communication methods, communication process, 7 C’s in communication, 8 important practices in communication, 9 key steps in communication and also 10 causes of ineffective communication.

For the second session on “Manners and Etiquettes at Workplace”, Dr. Mrs. M. A. Patil (Dean, Student Development, Y. C. I. S., Satara) was invited as resource person. She explained various aspects of mannerisms such as Email manners, Telephonic manners while dealing with higher authorities. She also elaborated various types of etiquettes to be practiced at workplace. She focused on along with communication, body language also plays important role in presenting effectively.

This one-day workshop was held in offline mode for non-teaching faculty of Yashwantrao Chavan Institute of Science, Satara and in online mode for non-teaching faculty of mentee colleges. About 90 participants registered and attended the workshop. Asst. Prof. Ms. Sonal Kolhe compered at the workshop while Asst. Prof. Ms. M. M. Raut proposed vote of Thanks. The workshop was successful in creating awareness and need of practicing effective communication skills, manners and etiquettes at workplace for effective governance and functioning of institutions.



