

Training– The training program on capacity building in personality development & soft skills from December 06th to 15th, 2021

Date of Training	December 06 th to 15 th , 2021	Time	10:15a.m. – 12:15p.m.
Minutes Prepared by	Mr. Om Prakash Prajapati & Dr. Arpna Bajpai	Location	CoAE, JNKVV, JABALPUR

1. Training Objective

To introduce learners to various strategies of formal written communication and enhance learners' confidence and ability to communicate effectively in terms of written or oral communication in a variety of situations,

to enhance students' level of confidence as they engage in different types of communicative events.

The training program on capacity building in personality development & soft skills from December 06th to 15th, 2021, NAHEP-CAAST-CSDA Project.

2. Attendees

Coordinator - Dr. Deepak Rathi (Associate Professor – Agricultural Economics & Farm Management, CoA, Jabalpur)

Technical Coordinator - Om Prakash Prajapati (SRF – Crop Production) Dr. Arpna Bajpai (SRF – Agril. Engg.) Dr. Minakshi Meshram (SRF – Skill Development), & Sumit Kakade (SRF – Plant Protection)

Expert - Mr. Sanjeev Rane, Trainer - CommuniCare Training and Content Solutions Pune, Mr. Kushal Raut, Director - CommuniCare Training and Content Solutions Pune, Maharashtra

Technical Support - Krishna Singh (YP – II Computer), Anjali Patel (YP – II Computer) & Rachit Nema (YP – II Computer).

Students- Jagrati Upadhyay, Bablu Yaduwanshi, Indrajeet Narendra Patel, Taruna Namdev, Garima Padwar, Shivani Agarwal, Malempati Subhash Sri Sanjay, Niyanta, Rupali Koshti, Pratiksha Chouksey, Nikhil Sharma, Suwa Lal Yadav, Sadhna Dhakad, Nidhi Varma, Sumit Kushwah,

Participants of capacity building in personality development & soft skills.

Category / Gender	Number of Participation					Percentage of Category			
	UR	SC	ST	OBC	Total	UR	SC	ST	OBC
Male	34	29	20	81	164	21	18	12	49
Female	37	14	6	24	81	46	17	7	30
	71	43	26	105	245	29	18	11	43

3. Agenda& Notes, Decision issue			
Speaker	Date		Topic
Mr. Kushal Raut, Director, CommuniCare Training and Content Solutions Pune, Maharashtra	06 th Dec 2021	10:15 to 11:15 AM	Confidence, Motivation & Attitude
		11:15 AM to 12:15 PM	SWOT Analysis
	07 th Dec 2021	10:15 to 11:15 AM	Group Discussion (GD) Techniques Cont.
		11:15 AM to 12:15 PM	Group Discussion (GD) Techniques
	08 th Dec 2021	10:15 to 11:15 AM	Personal Interview (PI) Techniques Cont.
		11:15 AM to 12:15 PM	Personal Interview (PI) Techniques
Mr. Sanjeev Rane, Trainer – CommuniCare Training and Content Solution	09 th Dec 2021	10:15 to 11:15 AM	Time Management
		11:15 AM to 12:15 PM	Stress Management
	10 th Dec 2021	10:15 to 11:15 AM	Communication Skills – Session I Cont.
		11:15 AM to 12:15 PM	Communication Skills – Session I
	11 th Dec 2021	10:15 to 11:15 AM	Communication Skills – Session II Cont.
		11:15 AM to 12:15 PM	Communication Skills – Session II
Mr. Kushal Raut, Director, CommuniCare Training and Content Solutions	12 th Dec 2021	10:15 to 11:15 AM	Goal Setting
		11:15 AM to 12:15 PM	Innovation - the need of the hour
	13 th Dec 2021	10:15 to 11:15 AM	Developing an Entrepreneurial Attitude,
		11:15 AM to 12:15 PM	Presentation Skills
Mr. Sanjeev Rane, Trainer – CommuniCare Training	14 th Dec 2021	10:15 to 11:15 AM	Email Etiquette
		11:15 AM to 12:15 PM	Self-Discipline
	15 th Dec 2021	10:15 to 11:15 AM	Internet & Social Media Etiquette
		11:15 AM to 12:15 PM	Leadership
4. Course Summary Day – 1	Confidence, Motivation & Attitude: - This session focused on making the students aware of the importance of self-confidence, self-motivation and positive attitude to become successful in today's competitive world. The trainer used		

	<p>appropriate examples to bring out the importance of positive words and thoughts in one's life. The session also focused on differentiation in skills and materialistic things to highlight the importance of developing and acquiring professional skills to fulfil all material objectives. Lastly, the session also covered various categories of people based on their attitude and motivation levels for the students to know themselves better and become better professionals and responsible citizens of the country.</p> <p>SWOT Analysis: - The second session was conducted on the basic fundamental concept of SWOT – Strengths, Weaknesses, Opportunities, and Threats that students of today should be well aware of. The trainer used various examples and stories to bring out the importance of this crucial concept in relation to success in professional life. The session emphasized on the point that it is most important for students to know their own inner self (personality) better than having knowledge of the outside world. When one knows one's strengths and weakness, one is better equipped to grab opportunities and face threats that one may face in the future. The trainer explained the process of conducting SWOT Analysis in detail and also shared a short yet wonderful formula to bring the required metamorphosis in students' lives.</p> <p>Group Discussion Techniques: - The third session was on Group Discussion. The trainer explained the need for group discussions in the recruitment process of companies. In the session, types of topics, seating arrangement, student behavior in a GD, how to perform better and other various scenarios were discussed in detail. The trainer used a very interesting example to simplify and explain the GD process. In the end, the trainer gave a formula to students, using which, their performance in GDs throughout their lives would be superior to all other participants.</p> <p>Personal Interview Techniques: - In this session, the trainer gave a bird's eye view of the PI process to the students. In a very simple language and interesting manner - which was replete with various examples - the trainer made it very easy for the students to understand how to give their best and crack any interview that they face in life. The trainer shared details of making a resume, details of introduction during a PI, various questions that are usually asked in interviews and their best possible answers were also discussed during the session. At the end of the session, students also learned how to manage their document file/folder and also about all the documents and things that they need to carry and their sequence in the file while going for a Personal Interview.</p> <p>Stress Management:- The Trainer discussed following tips to beat stress: • Making little changes in life that can give a big sense of relief • Recognize which situations give stress and then work on simple ways to nullify • Let others know that you are stressed and also how they can help you • Learn to say NO to friends, family, and colleagues if expectations cannot be met • Physical exercise and hobbies help a great deal in beating stress • Time management is also a crucial aspect of stress management • Listening to melodious music also helps in beating stress and feeling relaxed • Getting stressed will not change the outcome of any</p>
Day – 2	
Day – 3	
Day – 4	

<p>Day – 5</p>	<p>situation. Learn to deal with people and situations calmly and you will benefit immensely.</p> <p>Time Management: - The Trainer discussed following tips for better Time Management: • Keeping a To-Do List (Daily, Weekly, and Monthly) – Write specific tasks and break bigger into smaller chunks • Draw table with columns: serial number, Task, Priority (imp. Task at top), Expected time/date of completion • Don't entertain anybody till tasks are complete • Follow the task sequence • Learning to prioritize - differentiate between "Important" and "Urgent." • Learn to manage distractions • Avoid procrastination • Learn to say "NO" • Avoid Multitasking.</p>
<p>Day – 6</p>	<p>Communication Skills I: - The trainer covered the following: • Discussed What is Communication? • Importance of Communication • Displayed the Communication process diagram and discussed with the participants on the importance of that process • Showed them Constituents of Communication (pie chart), • Discussed Types of communication, • Discussed Non-Verbal Communication (Gestures, Postures, Facial Expressions and Eye Contact) and its Importance • Discussed about Ambiguous sentences with example.</p>
<p>Day – 7</p>	<p>Communication Skills II: - The trainer covered the following: • Discussed about the Importance of Verbal Communication and Communication in English • Gave the participants tips to improve Communication in English • Discussed Barriers of Communication • Discussed Importance of Self Communication • Asked the Participants to Speak about themselves. Six participants spoke. • Asked them to speak about their Weakness • Almost everyone present participated.</p>
<p>Day – 8</p>	<p>Goal Setting: - The trainer in detail the importance of setting goals in life and how one can achieve goals. Types of goals in personal and professional life and all other areas of one's life was also discussed in details. The trainer used very simple examples to make students understand the various scenarios in setting and achieving goals and also described the journey and various milestones in that journey.</p> <p>Innovation – the need of the hour: - The trainer explained the definition of innovation and types of innovation in simple terms. Students were made to participate in an activity – a puzzle that had innovation at its heart. Students were asked to read, study, and observe the question statement and arrive to a logical conclusion. The trainer then linked the solution of the puzzle to innovation and explained how one has to change one's perspective to be innovative in various areas of life.</p> <p>Developing an Entrepreneurial Attitude: - The trainer discussed the "what" and "why" of entrepreneurship and involved students in the discussion. The trainer narrated a story on entrepreneurship that brought out the concept beautifully and made students aware about the most important characteristics of a successful entrepreneur. The trainer also compared a train journey with human</p>

Day – 9	<p>life and used it to emphasize on important aspects of a successful entrepreneur's personality.</p> <p>Presentation Skills: - In this session, the trainer very succinctly gave immensely beneficial tips to students on the topic of presentation skills. The trainer explained the process of presentations and highlighted the importance of the following points: knowledge, practice, PPT, and storytelling. The visualization technique that the students experienced in this session was world class and helped the students understand its importance in making impressive presentations in front of various audiences. Overall, the topics, the design of the training program, and the execution by trainers from CommuniCare Training and Content Solutions, Pune was world class and the training was very well received by all students and participating faculty members of JNKVV. Students enthusiastically gave their verbal and written feedback about the training at the end of the program, which made the effectiveness of the training amply clear to everyone.</p> <p>Email Etiquettes: - The trainer discussed about Do's and Don'ts while sending and replying to e-mails. Discussed all the fields while composing email i.e. To, Cc, Bcc, Subject, Attachments and Email body along with the importance of using appropriate fonts. Discussed about the importance of timely reply to E-mail and other important rules of e-mail communication.</p>
Day – 10	<p>Self-Discipline: - The trainer covered the following: Discussed about the importance of Self Discipline. Also discussed about the ways to discipline oneself, starting from cleanliness to scheduling daily activities. The trainer also discussed the importance of following scheduled timings in daily life and also the benefits of discipline for both Mental and Physical health.</p> <p>Internet & Social Media Etiquettes: - The trainer covered the following: • Discussed about the way Social Media Work. • The Pros and Cons of using Social Media. • The Importance of using Social Media for learning. • Discussed about forwarded messages and the importance of cross verifying the authenticity of those messages. • Discussed about using Social Media responsibly.</p> <p>Leadership: - The trainer covered the following two areas in detail: The trainer discussed the Traits of a real leader with real life examples. Basic traits like Self-Motivation, Inspiring, Sense of Responsibility, People and Process understanding, and Readiness to Learn were discussed in detail. The difference between a Leader and a Boss was also covered in details with enthusiastic participation and understanding of the topic from the students.</p>
5. Sum – up Discussion with participants	<p>The 10 days training program from December 6th to 15th 2021 on capacity building in personality development & soft skills has been organized virtually for the students. It covered the different topics i.e. How to improve confidence, motivation & attitude, SWOT analysis, group discussion techniques, personal interview techniques, stress management, time management, communication skills, goal setting, innovation, developing an entrepreneurial attitude, presentation skills, email etiquettes, self-discipline, internet & social media</p>

	<p>etiquettes and Leadership. Pre-assessment test has organized to check the current understanding of students regarding personality development & soft skills. 30 participants appeared in test prior to the program, out of which 8 participants obtained more than 50% marks while 5 obtained 50 to 60%, 2 obtained 61 to 70%, and 1 obtained more than 71% marks. The whole sessions were very interactive and useful for the students. Post assessment test has also been organized for the students. 13 candidates were participated out of which 9 obtained more than 50% marks, 4 obtained 61 to 70%, 3 obtained 71 to 80% and 2 obtained more than 90% marks. The participants have shown improvement. In both the tests 7 participants were common. 5 participants out of them have shown 10 to 40% increase in marks and remaining were within 10%. As for as feedback is concerned out of 15 responses recorded, majority of them reported that the content of the module was Excellent (73.4%) and Good (26.6%). 89.9% of the participants found that this module is useful for their professional development.</p>
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Test I & II: Improvement in Performance of participants appeared in both test before & after capacity building in writing skill.

- I. The numbers of common participants in the examination of both tests are 7, with 30 participants in the first test and 13 participants in the second test.
- II. 7 participants appeared in both tests in which 5 participants improved.
- III. 2 out of 7 participants improved less than 10%.
- IV. 3 out of 7 participants improved between 11 to 20%.
- V. 1 out of 7 participants improved between 21 to 30%.
- VI. 1 out of 7 participants improved more than 30%.

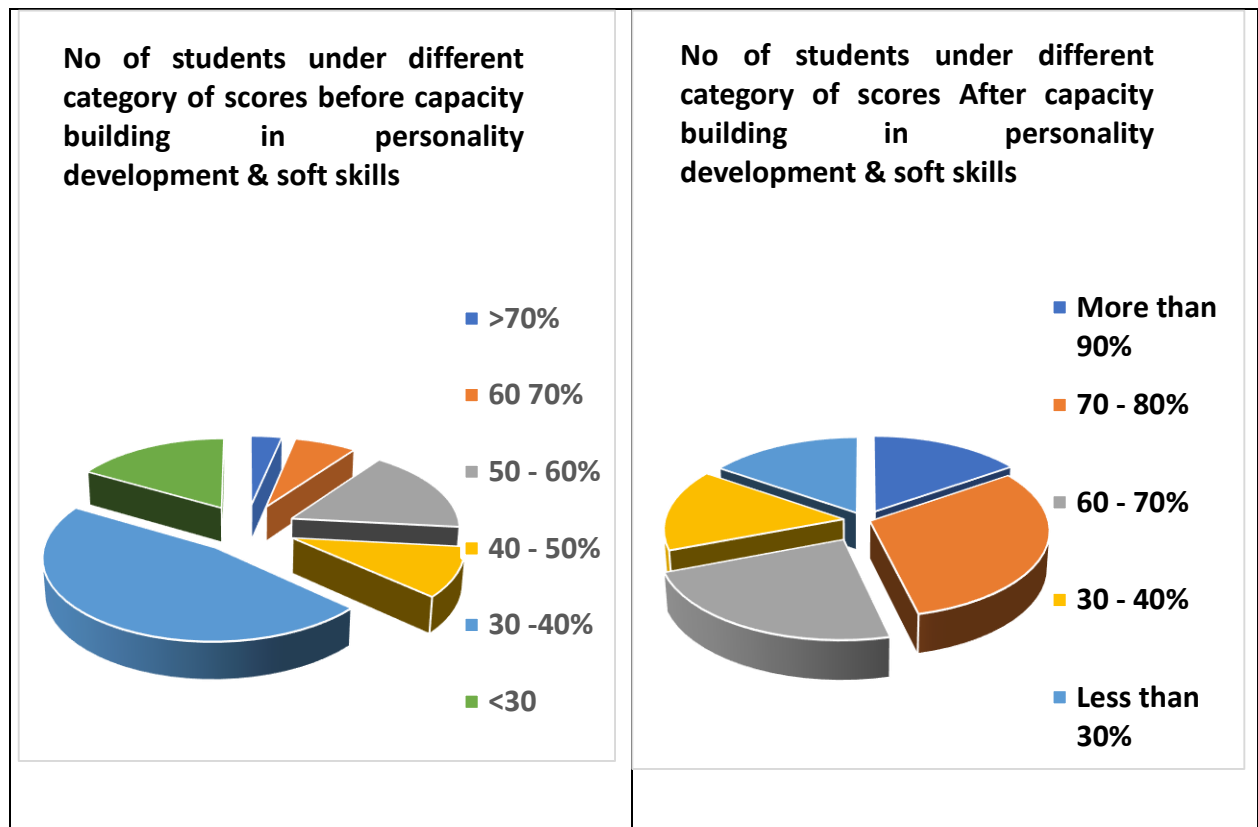
Test I: Number of students under different category of scores before capacity building in writing Skill.

- I. 22 out of 30 participants have below less than 50%.
- II. 8 out of 30 participants have above More than 50%.
- III. 5 out of 30 participants have below less than 30%.
- IV. 14 out of 30 participants are between 30 to 40%.
- V. 3 out of 30 participants are between 41 to 50%.
- VI. 1 out of 30 participants are between 51 to 60%.
- VII. 6 out of 30 participants are between 61 to 70%.
- VIII. 1 out of 30 participants have more than 71%.

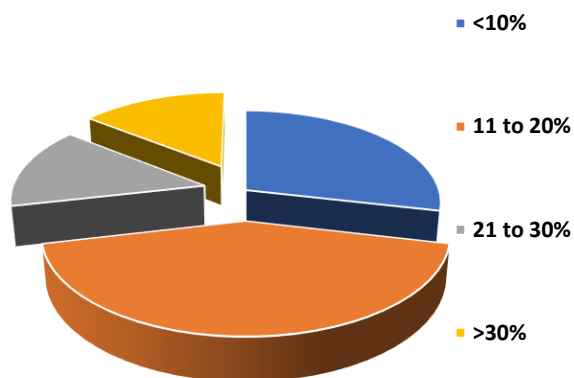
Test II: Number of students under different category of score after capacity building in writing Skill.

- I. 4 out of 13 participants have below less than 50%.
- II. 9 out of 13 participants have above More than 50%.

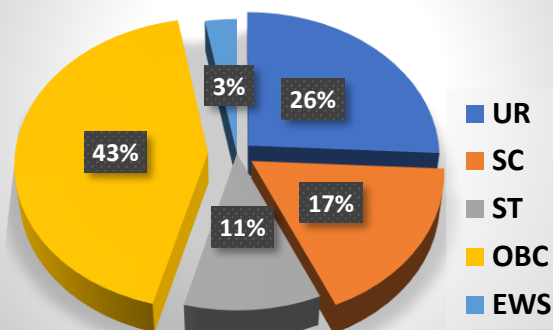
- III. 2 out of 13 participants have below less than 30%.
- IV. 2 out of 30 participants are between 30 to 40%.
- V. 3 out of 13 participants are between 60 to 70%.
- VI. 4 out of 13 participants are between 71 to 80%.
- VII. 2 out of 13 participants have more than 90%.



Performance of participants appeared in both tests (before & after) capacity building in personality development & soft skills



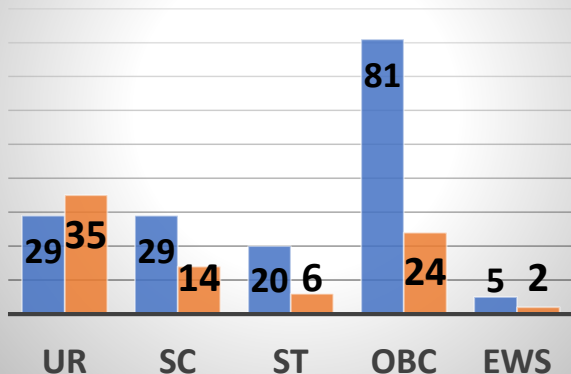
245 responses **Category**



Category & Gender

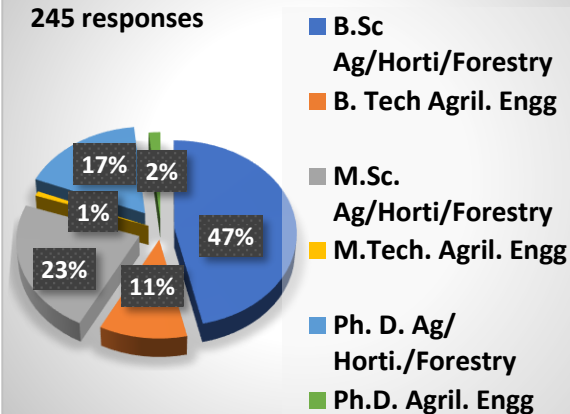
245 responses

Male Female



Qualification

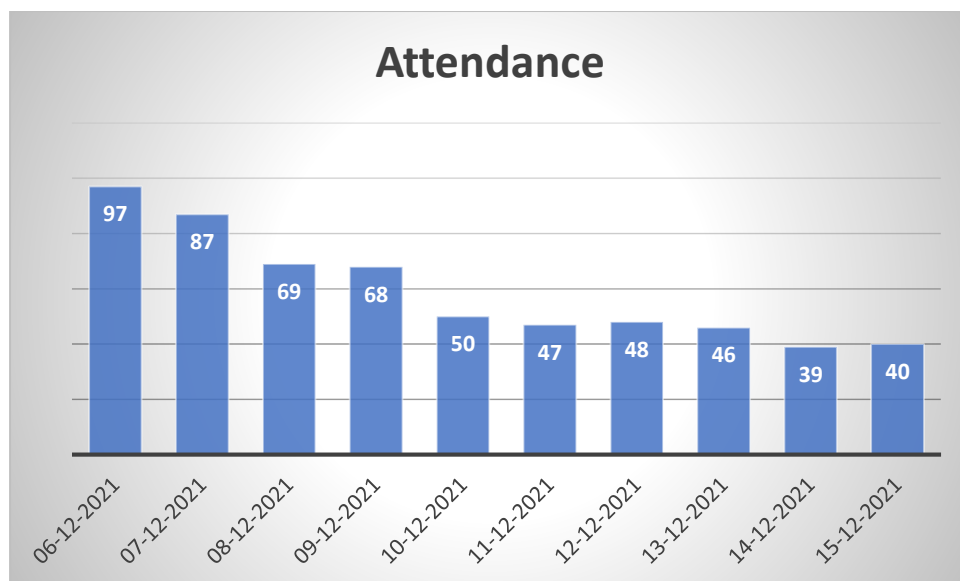
245 responses



Students attendance list of capacity building in personality development & soft skills 2021-22.

No. of Days	Attendance
06 th Dec 21 (Day1)	97
07 th Dec 21 (Day 2)	87
08 th Dec 21 (Day 3)	69
09 th Dec 21 (Day 4)	68
10 th Dec 21 (Day 5)	50

11 th Dec 21 (Day 6)	47
12 th Dec 21 (Day 7)	48
13 th Dec 21 (Day 8)	46
14 th Dec 21 (Day 9)	39
15 th Dec 21 (Day 10)	40



Capacity Building on Personality Development & Soft Skills.

A program on Capacity-building on personality development & soft skills was organized to develop student oral competency to various speaking, writing, soft skills. Personality development activities based on workplace case scenario and to enhance their level of confidence.

Online capacity building program was organized from December 06th to 15th, 2021. 245 students registered for the program, out of which 67% were male and 33% were female. They belong to OBC (43%), UR (29%), SC (18%) and ST (11%) categories. Cisco WebEx was used as an online platform.

The topics covered were Confidence, Motivation & Attitude, SWOT Analysis, Group Discussion (GD) Techniques, Personal Interview (PI) Techniques, Time Management, Stress Management, Communication Skills, Goal Setting, Innovation - the need of the hour, Developing an Entrepreneurial Attitude, Presentation Skills, Email Etiquette, Self-Discipline, Leadership, Internet & Social Media Etiquette. The detailed schedule is as below.

Date	Time	Speaker	Topic
06 th Dec 2021	10:15 to 11:15 AM	Mr. Kushal Raut, Director, CommuniCare Training & Content Solution	Confidence, Motivation & Attitude
	11:15 AM to 12:15 PM		SWOT Analysis
07 th Dec 2021	10:15 to 11:15 AM	CommuniCare Training	Group Discussion (GD) Techniques Cont.
	11:15 AM to 12:15 PM		Group Discussion (GD) Techniques
08 th Dec 2021	10:15 to 11:15 AM	CommuniCare Training	Personal Interview (PI) Techniques Cont.
	11:15 AM to 12:15 PM		Personal Interview (PI) Techniques
09 th Dec 2021	10:15 to 11:15 AM	Mr. Sanjeev Rane, Trainer	Time Management
	11:15 AM to 12:15 PM		Stress Management
10 th Dec 2021	10:15 to 11:15 AM	CommuniCare Training	Communication Skills – Session I Cont.
	11:15 AM to 12:15 PM		Communication Skills – Session I
11 th Dec 2021	10:15 to 11:15 AM	CommuniCare Training	Communication Skills – Session II Cont.
	11:15 AM to 12:15 PM		Communication Skills – Session II
12 th Dec 2021	10:15 to 11:15 AM	Mr. Kushal Raut, Director, CommuniCare	Goal Setting
	11:15 AM to 12:15 PM		Innovation - the need of the hour
13 th Dec 2021	10:15 to 11:15 AM	CommuniCare Training	Developing an Entrepreneurial Attitude,
	11:15 AM to 12:15 PM		Presentation Skills
14 th Dec 2021	10:15 to 11:15 AM	Mr. Sanjeev Rane, Trainer	Email Etiquette
	11:15 AM to 12:15 PM		Self-Discipline
15 th Dec 2021	10:15 to 11:15 AM	CommuniCare Training	Internet & Social Media Etiquette
	11:15 AM to 12:15 PM		Leadership

The students from almost all the streams and degree program registered themselves for this module. Out of 245 registered participants, 46% from B.Sc. Ag. /Horti. /Forestry followed by M.Sc. Ag. /Horti. /Forestry (23%), Ph. D. Ag/ Horti. /Forestry (17%), B. Tech (11%), Ph.D. Agril. Engg. (2%) and M.Tech. Agril. Engg. (1%) program.

Students were evaluated through a test prior to program through multiple choice question. Total 20 question were framed to evaluate the present level of knowledge of the candidates. Test was also conducted on the last day of the training to judge the performance in terms of improvements.

30 participants appeared in test prior to the program, out of which 8 participants obtained more than 50% marks while 5 obtained 50 to 60%, 2 obtained 61 to 70%, and 1 obtained more than 71% marks. In post program test 13 candidates participated out of which 9 obtained more than 50% marks, 4 obtained 61 to 70%, 3 obtained 71 to 80% and 2 obtained more than 90% marks. The participants have shown improvement.

In both the tests 7 participants were common. 5 participants out of them have shown 10 to 40% increase in marks and remaining were within 10%.

On the day one, out of 245, registered candidate only 97 attended the training and later on it was reduced to (87). This trend was continued and on the last day of training only 40 candidates attended the course. This is major cause of concern. It may be due to the engagement of students in other online programs. They might be preparing for them competition examinations. In spite of this, the improvements in regular participants have shown enthusiasm for further continuation of such programs.

As for as feedback is concerned out of 15 responses recorded, majority of them reported that the content of the module was Excellent (73.4%) and Good (26.6%). This module was useful for their professional development (89.9%).