Sree Sainath Nagar, A. Rangampet, Tirupati, Andhra Pradesh – 517102

SCHOOL OF ENGINEERING
DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

**Skill Development Program on
"Empowering Professional and Soft Skills"
(10-7-2023 to14-7-2023)**

REPORT:

The Department of EEE, School of Engineering has organized a skill development program on "Empowering Professional and Soft Skills" from 10-07-2023 to 14-07-2023.

Fig.1 :Inaugural speech by Dr. M S Sujatha

Dr. M S Sujatha, Head of EEE, School of Engineering Started the program and brief out the program details to the participants. There were 25 participants from Mohan Babu University (MBU) for this program.

Day 1: Effective Communication Skills (Verbal and Non-Verbal)

Speaker: Mr. M Manohara, Associate Professor, Department of EEE, SoE

Fig. 2: Mr. M. Manohara handling the session on day 1

On the first day of the Skill Development Program, Mr. M Manohara conducted a session on effective communication skills. The focus was on improving both verbal and non-verbal communication skills among the non-teaching staff. The session covered various aspects, including:

1. Understanding the importance of effective communication in professional settings.
2. Enhancing verbal communication skills through active listening, clear articulation, and appropriate vocabulary.
3. Mastering non-verbal communication techniques such as body language, facial expressions, and gestures.
4. Overcoming common communication barriers and improving clarity in conveying messages.
5. Developing effective communication strategies for different workplace scenarios.

The session included interactive activities, role-plays, and group discussions to engage participants and provide practical insights. Overall, Day 1 aimed to equip the

non-teaching staff with the necessary skills to communicate effectively and confidently in their professional roles.

Day 2: Etiquette in Educational Institutions

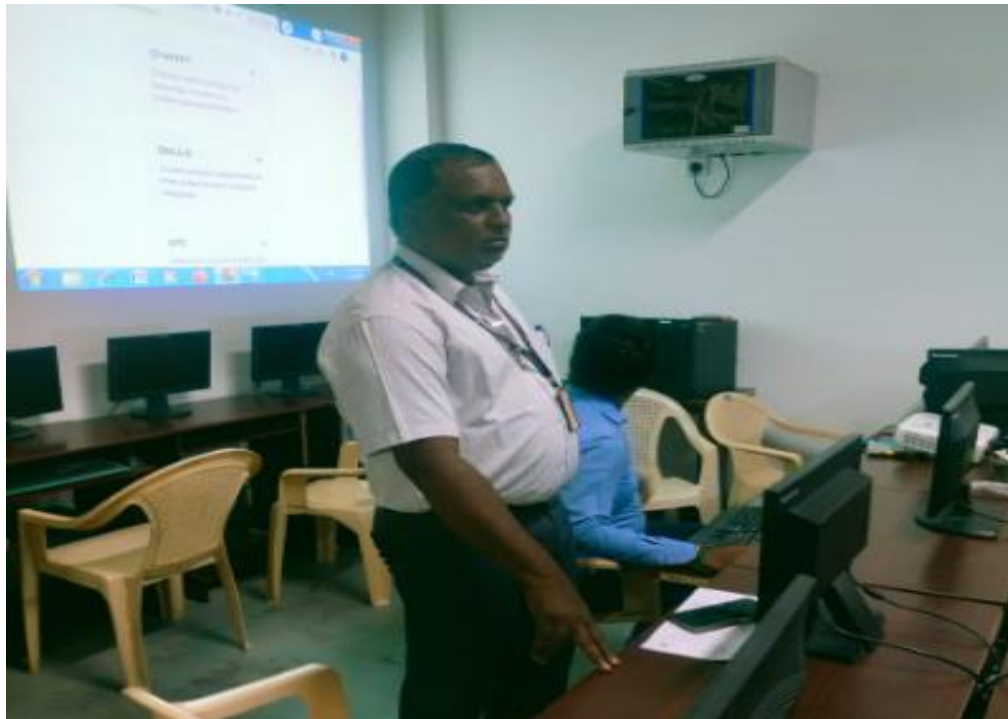Speaker: Dr. NMG Kumar, Professor, Department of EEE, SoE

Fig. 3: Dr. NMK Kumar handling the session on day 2

Dr. NMG Kumar was engaged session on etiquette in educational institutions on the second day of the program. The session focused on cultivating professional conduct and fostering a positive work environment. Key highlights of the session were:

1. Understanding the importance of etiquette in educational institutions and its impact on professional relationships.

2. Developing effective email etiquette, including appropriate tone, formatting, and professionalism.

3. Maintaining professional behaviour in interactions with students, colleagues, and superiors.

4. Demonstrating proper etiquette during meetings, conferences, and events.

5. Building a positive and inclusive work culture through respect, empathy, and professionalism.

Participants actively participated in discussions, case studies, and role-plays to gain practical insights into implementing etiquette in their daily work routines. The session aimed to enhance the non-teaching staff's professionalism and interpersonal skills.

Day 3: Hands on program on Microsoft Excel

Speaker: Dr. S Farook, Professor, Department of EEE, SoE

Fig. 4: Dr. S. Farook handling the session on day 3

On the third day of the Skill Development Program, Dr. S Farook conducted an informative session on Excel file formulas. The focus was on equipping the non-teaching staff with the necessary skills to utilize Microsoft Excel effectively. The session covered the following topics:

1. Understanding the fundamentals of Excel formulas and functions.

2. Learning commonly used formulas for data manipulation, calculations, and data analysis.

3. Exploring advanced formulas for conditional formatting, lookup functions, and data validation.

4. Applying formulas to automate tasks and increase efficiency in data management.

5. Hands-on exercises to practice and reinforce the learned concepts.

The session provided participants with practical knowledge and skills in using Excel formulas, enabling them to perform data-related tasks efficiently.

Day 4: File Management System

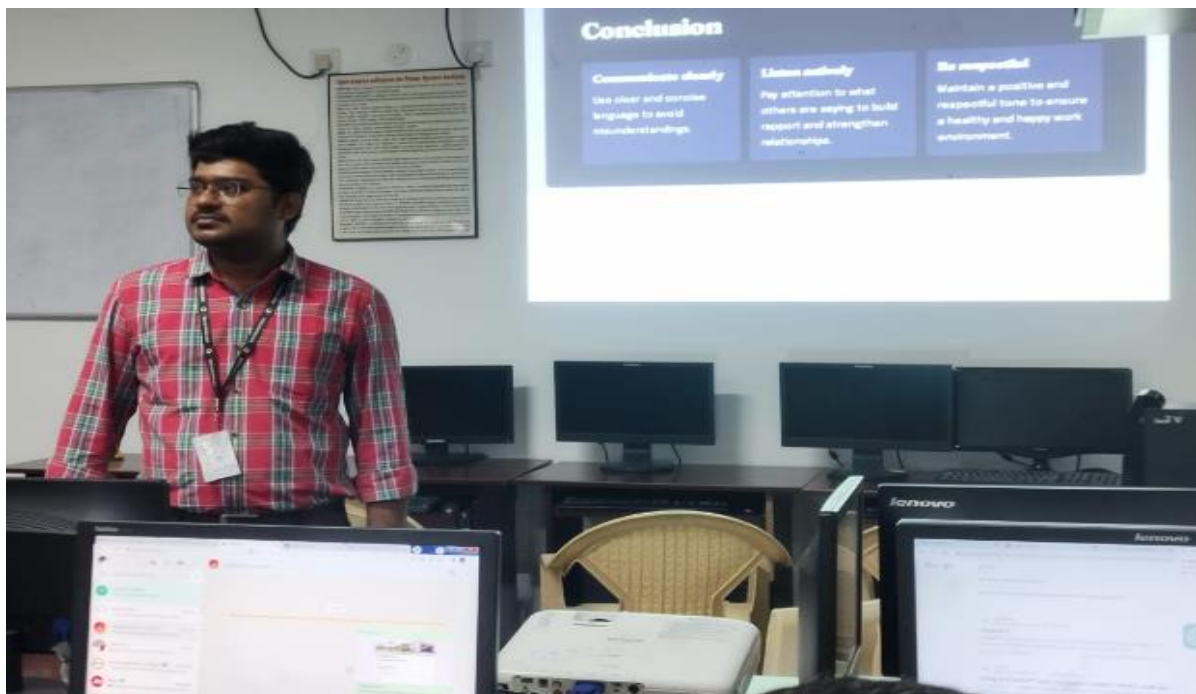Speaker: Dr. B Hemanth Kumar, Associate Professor, Department of EEE, SoE

Fig. 5: Dr. B. Hemath Kumar handling the session on day 4

Dr. B Hemanth Kumar conducted an interactive session on the fourth day of the program, focusing on the file management system. The session aimed to enhance the non-teaching staff's organizational skills and efficient handling of digital files. The key aspects covered were:

1. Understanding the importance of a systematic file management system.

2. Organizing digital files and folders for easy retrieval and efficient workflow.

3. Implementing naming conventions and version control for better organization.

4. Utilizing file compression techniques to optimize storage space.

5. Data backup strategies to prevent data loss and ensure data security.

Participants actively engaged in practical exercises and discussions to apply the file management concepts in their specific work environments. The session aimed to streamline file management practices and enhance productivity among the non-teaching staff.

Day 5: Application of AI Tools for Letter Writing, Information Collection, and Smart PPT Preparation

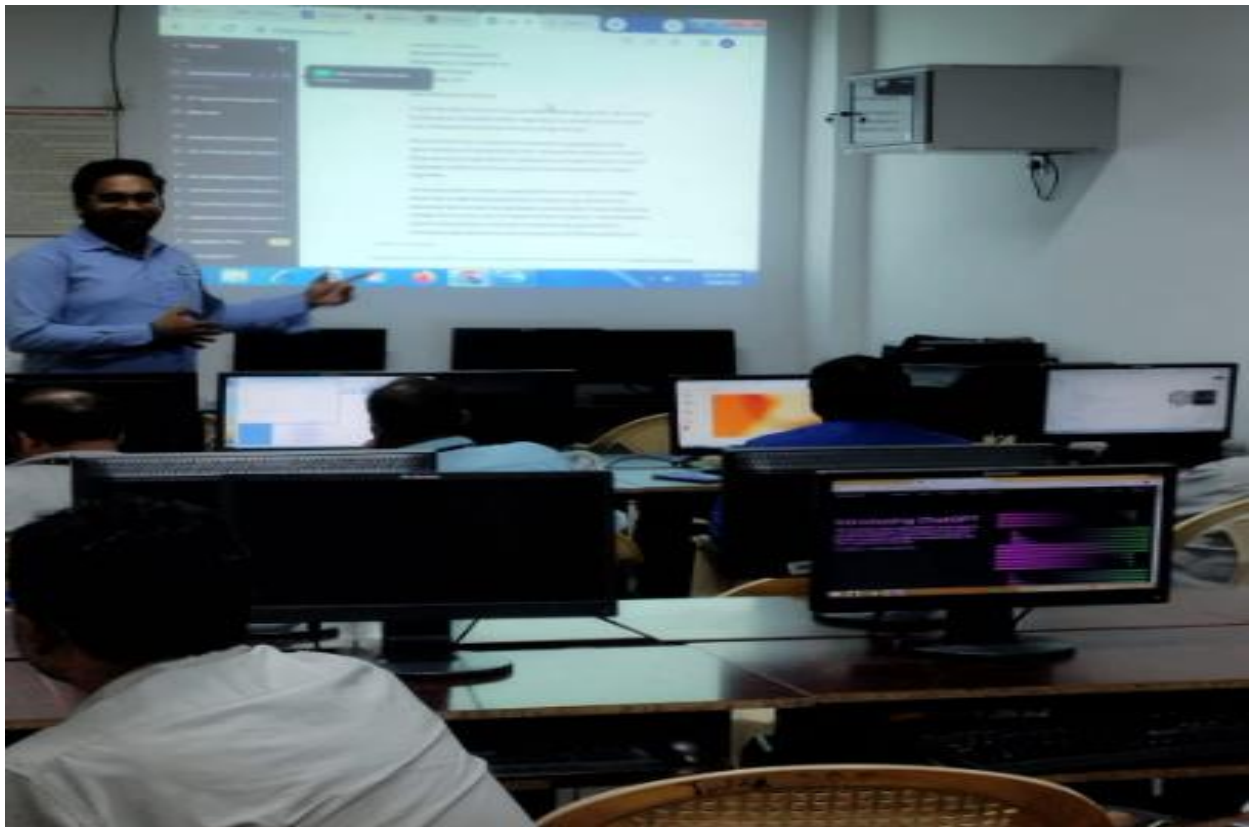Speaker: Mr. P Venkatesh, Assistant Professor, Department of EEE, SoE

Fig. 6: Mr. P. Venkatesh handling the session on day 5

On the final day of the Skill Development Program, participants learned about the application of AI tools for various tasks. The session was facilitated by subject matter experts who showcased AI-driven solutions for letter writing, information collection, and smart PowerPoint (PPT) preparation. The session covered:

1. Introduction to AI tools and their relevance in professional settings.
2. Utilizing AI-powered software for efficient letter writing, including automated proofreading and grammar checking.

3. Leveraging AI tools for information collection and data extraction, saving time and effort.

4. Exploring AI-driven features in presentation software for creating visually appealing and engaging PPTs.

5. Hands-on practice sessions to familiarize participants with AI tools and their functionalities.

The session aimed to introduce participants to the potential of AI technology in simplifying and enhancing their daily work tasks.

Fig. 7: Group photo with participants and Speakers

Outcomes:

The Skill Development Program on "Empowering Professional and Soft Skills" for non-teaching staff was a comprehensive and insightful learning experience. Over the course of five days, the program covered essential skills such as effective communication, etiquette, Microsoft Excel, file management, and the application of AI tools. The sessions were designed to provide practical knowledge and enhance the participants' abilities in their respective roles. The program aimed to empower non-

teaching staff with the necessary skills to excel in their professional careers and contribute effectively to their educational institution.
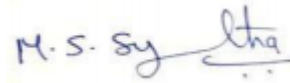
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