



## Life Skills Classes for Transition to College Environment

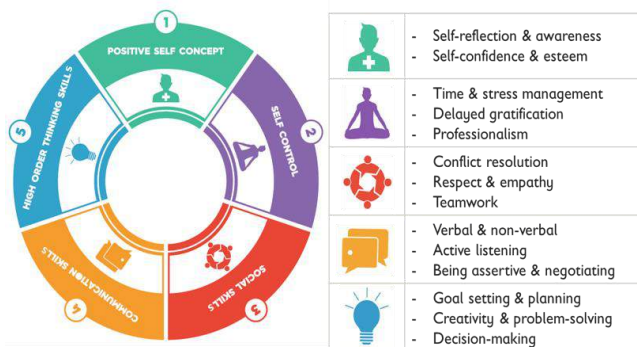
Life skills classes are conducted with the First year B.Tech. students so that they can cope with the challenging issues of the transition period from school to college.

These interactive classes are held with the hope that they can deal effectively and efficiently with the freedom and independence that the young minds enjoy just after reaching the stage of college life.

Once, they have got the idea to get accustomed to the college life, it is needed to make them aware of all the ten skills of life.

The ten core life skills given by WHO are —

1. Self-awareness
2. Empathy
3. Critical Thinking
4. Creative Thinking
5. Decision Making
6. Problem Solving
7. Effective Communication
8. Interpersonal Relationship
9. Coping with Emotions
10. Coping with Stress



This course is been developed with the hope that the students graduating from the college will not only have technical knowledge of the course studied, but can also be industry ready. This knowledge of managing life will make the young students to cope with all the challenges faced next in professional and personal life with ease.

Students of all the departments are met every week in their respective classes by the Students' Counsellor of the institute and completed with the following activities.

1. Orientation on needs during transition phase and GNI
2. Self introduction by each student to the class

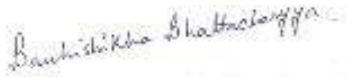
3. Johari Window workshop
4. Role Play activity
5. Debate game or imagination based activity
6. Various psychometric tests for self awareness and life values
7. Interview Skills to improve interpersonal communications



Students covered for the life skills course in the academic year 2016-2017 is as follows.

- All the B.Tech and MCA 1st year students in 1st semester.

Prepared by:



Dr. Banhishikha Bhattacharyya  
Students' Counsellor  
Heritage Institute of Technology  
Kolkata



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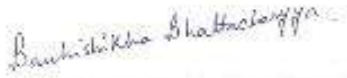
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List of students covered for the life skills course in the academic year 2017-2018 is as follows.

1. All the B.Tech and MCA 1st year students in 1st semester.
2. 3rd yr lateral entry students in 6th semester.

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Prepared by:

*Banishikha Bhattacharyya*

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Heritage Institute of Technology  
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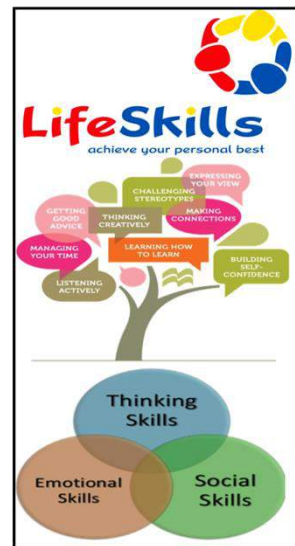
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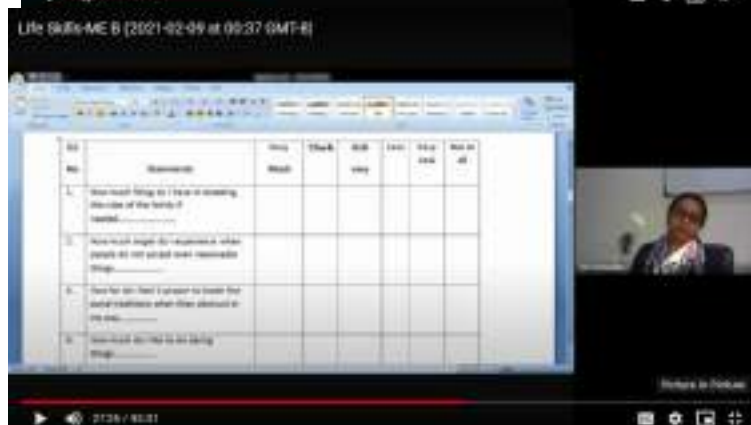
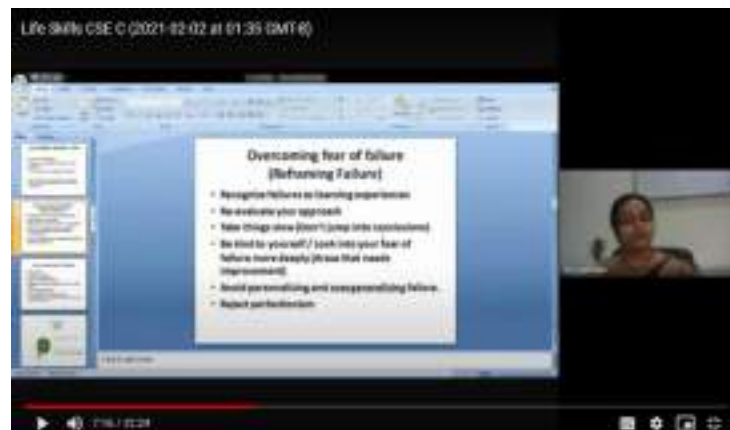
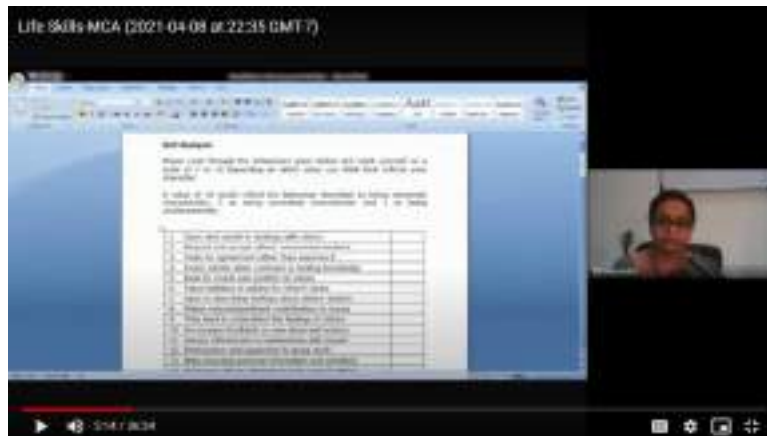


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The same sessions are also done with the lateral entry students in the second year for the same reasons.

During the academic year 2020-2021 the students of every departments were met through online sessions every week in their respective classes by the Students' Counsellor of the institute and completed with the following activities.

1. Orientation on needs during transition phase and GNI
2. Self introduction by each student to the class
3. Johari Window workshop
4. Imagination based activity and reflective questions
5. Various psychometric tests for self awareness and life values
6. Interview Skills to improve interpersonal communications

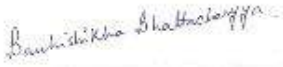




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1. All the B.Tech and MCA 1st year students in 1st semester.
2. 2nd yr lateral entry students in 4th semester.

Prepared by:



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Heritage Institute of Technology  
Kolkata

## ***Value-added Programmes at Heritage Institute of Technology, Kolkata.***

Our slogan “***where learning is an interactive and evolutionary process***” - sets us apart and gives us a unique identity amongst the other Engineering and Technology colleges.

At Heritage, it has been a tradition of imbibing the right kind of skills in our students which help them to achieve a greater success and an extra leap ahead when it comes to placements and Higher Education opportunities.

To prepare well-groomed citizens for a future society, Heritage Institute of Technology has developed a unique system for grooming the students which incorporates the Training & Placement Department, Coordinator-Student Affairs & International Relations, the Humanities Department and the timely, planned interventions from various industry experts in the fields of personality and technical skill development.

Alongwith the general University-defined curricular at HITK we have a complete skill enhancement programme spread across the time frame of four years and comes as a value addition for the students with the timely planned special interventions from industry stalwarts.

With a greater cooperation and collaboration, HITK also has a structured ***Induction & Orientation Programme - COMPASS.***

The special interventions of such training start right from 1<sup>st</sup> Year and spans the four years of college, to serve and provide the desired skills for our Engineering students.

### **Training by the Humanities Department:**

The Faculty of Dept of Humanities caters to an assorted mass of student from varied backgrounds and vernacular mediums.

In the 1<sup>st</sup> year the Faculty members follow the MAKAUT Syllabus, with an innovative and learner-oriented turn to it. The First Year is meant to hone the basic LSRW (Listening, Speaking, Reading and Writing) skills of the students.

The tutorial classes are meant to both revise the lessons from the syllabus and well as to enhance the basic skills of the students through mediums such as: impromptu speech, debate and discussion, role plays, reading practice, creative writing practice etc.

The following Semesters are meant to make the students ready to face the campus placement process through a 'soft skills' methodology. The faculty assist & train the students to be ready for both interviews and GD, by alleviating their inhibitions and properly channelizing their confidence.

A Power Point Presentation competition is held in a grand way every year.

### **Training by Industry Experts**

With the start of the campus recruitment each year, the pre-placement grooming on Personality Development, Technical skills and Aptitude helps the students to be ready for these interview sessions, and plays a big role in giving the students confidence and knowledge of what to expect during the corporate interviews.

**The Induction& Orientation Programme (COMPASS)** is scheduled for at least three successive days in July/August before the regular commencement of classes.

All academic faculty & administrative staff are involved in and contribute to the Programme.

The programme includes formal presentations, group work (e.g. ice-breakers, student expectations), social events, Skills Development Programmes, a Campus tour by senior students , an orientation to the programme, and professional development planning.

### **Soft Skills Development Programme (SSDP):**

Soft skills are the *un-quantifiable, non-measurable, intangible attributes*, that can't be proven in quantity, and should be demonstrated through approach and work styles.

Soft skills provide less evidence of experience than hard skills, rather help describe a character through a bunch of personality traits.

They revolve around communication, teamwork, and work ethics.

Personal attributes, understanding social cues, personality traits, and being able to communicate effectively are examples of soft skills that carry value to employers.

Soft skills are also named as “people skills” or “interpersonal skills,” that justifies key skills meaning. The other reason soft skills are difficult to evaluate is that it's attachment to emotions. So, you can't teach it in a traditional school/College setting. This makes it impossible or hard or to evaluate or measure with the standard.

Since soft skills are quite different than hard skills, all together, they develop a great balance between hard expertise and interpersonal traits. A career-craving candidate may form a well-rounded combination of hard skills and soft skills to justify key skills meaning.

**Soft Skills Development Programme (SSDP): as a regular, integral part of the curriculum (with a fixed routine).**

**(Break-up of modules):**

**Target audience:** 1<sup>st</sup> years primarily, thereafter, others (as & when required).

- ❖ **Personality Development Skills:** Business/Social Etiquette (to include dress & dining etiquette), Manners, Courtesy, Personal grooming & Deportment; Assertiveness & Inter-Personal skills.
- ❖ **Effective Communication Skills:** Listening, Reading, Speaking & Writing skills. Netiquette (Email + telephone etiquette) :
- ❖ **Time Management & Effective Study skills**
- ❖ **Effective Presentation Skills:** Public speaking, Extempore speaking, Debates; Power Point presentations:

- ❖ **Organisation skills:** Team work, Thinking skills (analytical, problem solving, Creative); Assertiveness, Decision making & Inter Personal & Leadership Development skills:
- ❖ **Career Awareness & Guidance:** SWOT analysis, Goal-setting, Choosing the 'right' career: Group Discussions, Personal Interviews, Interviews skills; Etiquette, Personal Grooming & Deportment.
- ❖ **Preparation for employment:** Resume writing;

### **Summary of Soft Skills Development Programme (SSDP):**

#### **1. Set 'A'**

- Building Self-Confidence
- Communication Skills
- Presentation skills
- Inter-Personal Relations
- Personal Assertiveness
- Creativity & Problem solving.

#### **2. Set 'B'**

- Career Planning
- Goal Setting
- Resume writing
- Performance in Interviews
- Group Discussions
- Corporate Etiquette.

#### **3. Set 'C'**

- Leadership skills
- Motivation
- Delegation
- Negotiation skills
- Team Work
- Time Management

**Methodology:** Power point presentations, Videos, Role Play, Team games, Practice sessions, related activities: Debates/Extempore speech/quiz etc.

To facilitate practical application of many of the Effective English & Soft Skills, planned and structured related activities (Debates, Quizzes, Extempore Speech , Seminars etc) by the various College Clubs, Social Action Groups like NSS & Rotaract are organized.

Additional Skills development in the area of Sports, as well as membership in the various Social, Creative, Technical Clubs and Social Action Groups add value to 'Leadership Building', 'Team Work' and 'Inter-Personal Development'.

*Clayton M Moses*

**Coordinator: Student Affairs & International Relations  
Heritage Group of Institutions**



**A note on my online Soft Skills & Development Programme sessions  
(from 'lockdown' to present) - Academic Years 2020-2021 & 2021-2022.**

During the COVID-19 'lockdown' period, I conducted online motivational and Personal Development sessions, via Zoom & Google Meet platforms, for students of **The Heritage College** (BA, BSc & B Com - all Years), **Heritage Business School** (MBA - Final Year), **Heritage Law College** (all 5 Years) & **The Heritage Academy** (BBA, BCA & Media Science) of Heritage Group of Institutions, from 15/07/2020 to 19/08/2020.

Since this was a challenging shift in the 'Teaching-Learning' sphere, the very first 'Theme' for the sessions was one of motivation and reassurance during these difficult times. This series was aptly entitled '**The Grey Friar Talks on Change & Continuity**'.

Prior to these sessions, I organized Webinars, with the collaboration of CII Yi YUVA, Kolkata Chapter, for all registered student-members of Heritage Group of Institutions, on a variety of themes & topics, from Thurs 26th March, 2020 to 1st Sept 2020. This culminated with the Yi YUVA National CONCLAVE-29th Aug to 1st Sept 2020, at which many of our students received appreciation and accolades for their active participation at the many Webinars conducted during this time.

The series on '*Change & Continuity*' was followed by sessions for the passing-out 2021 batch of B Tech students (at the request of the Training & Placement Department). These sessions dealt with them facing online interviews, entitled '**Successfully Navigating the Online Interview**'.

This was followed by my motivational online session - 5<sup>th</sup> to 7<sup>th</sup> Oct 2020, for The Heritage College 1<sup>st</sup> Year students, entitled '**How well do I Manage Time?**' This session followed their online Induction & Orientation Programme (**ConneXions 2020**), held on 14<sup>th</sup> September, 2020.

The 1<sup>st</sup> Year B Tech 2020 batch of HITK students had their very first online Induction & Orientation (3-day) Programme – **COMPASS 2020**, from 11<sup>th</sup> to 13<sup>th</sup> November, 2020. Their SSDP (Soft Skills Development & Grooming Programme) sessions commenced online (via Zoom & Google Meet) from 18<sup>th</sup> November, 2020, for all 10 B Tech 1<sup>st</sup> Year Departments, on a fixed weekly routine. It was an interactive series based on the theme – '**Personal Development Planning – The Road Ahead**'- a preparatory and forward-looking series geared towards making their transition from School to College and guiding them for the life ahead.

The topics over these sessions were:

- ❖ 'The Road Ahead-I': '*How well do I Manage Time?*'
- ❖ 'The Road Ahead – II : *Exploration & Discovery – Learning Styles/Preferences*'
- ❖ 'The Road Ahead III- *Boost your Communications Skills*' - *Language Skills for Effective Communication - 3 parts : I - 'Listening skills'; II- 'Reading skills'; III- 'Speaking skills'*.
- ❖ 'The Road Ahead IV - *Explorations & Discovery*' - '*Communicating Effectively - Netiquette*'.
- ❖ 'The Road Ahead Va - *Exploration & Discovery*' - '*Successful Interviews*'- a general overview

- ❖ 'The Road Ahead Vb- *Exploration & Discovery*' - '*Facing an Interview*' ; *How to answer the interview question : 'Tell me about yourself'*- interactive session & training video
- ❖ 'The Road Ahead Vc - *Exploration & Discovery*' - '*Facing an online Interview*' - *How to look your best, on camera, at an online interview'*- interactive session & training video.
- ❖ 'The Road Ahead Vd - *Exploration & Discovery*' -'*Successful Interviews*' - *How to prepare for & face a Phone Interview'*- interactive session & training video.
- ❖ 'The Road Ahead VI- *Exploration & Discovery*' - '*Setting SMART Goals*'.

Soft Skills Development classes for 1st Year MCA 2020 students - weekly on Fridays, were conducted from Fri 12th March to 26<sup>th</sup> March 2021.

Soft Skills Development sessions for all 1st Year (Semesters I & II) B Tech 2020 concluded on 18/06/2021 as their Practical classes were to commence from Mon/28/06/2021 & which were to be followed by their Class/Semester examinations

This Academic Year, 2021 – 2022, the B Tech. Freshers' Induction & Orientation (**COMPASS 2021**) was, once again, conducted online, on Zoom, on the 8<sup>th</sup> & 9<sup>th</sup> October 2021.

The Soft Skills Development Programme for the 1<sup>st</sup> Year HITK B Tech students commenced from Monday 25<sup>th</sup> Oct,2021 , based on a regular routine. Each Section of a class of approx 60 students/Department , has one session/week, of approx 55 minutes duration, (as was earlier conducted).

This Year, the Theme is '**The Journey Ahead**' and I encapsulates the various modules, as outlined above, though not necessarily, in the same order, but planned and conducted according to the needs and requirements of the present batch of students.

*Clayton M Moses*

**Coordinator: Student Affairs & International Relations.  
Heritage Group of Institutions .**

# Personal Development Planning

YOU are here  
TODAY.



**GOAL:** 4 years from today

*The Road ahead .....*



**“ The PRESENT is a consequence of the FUTURE ”**

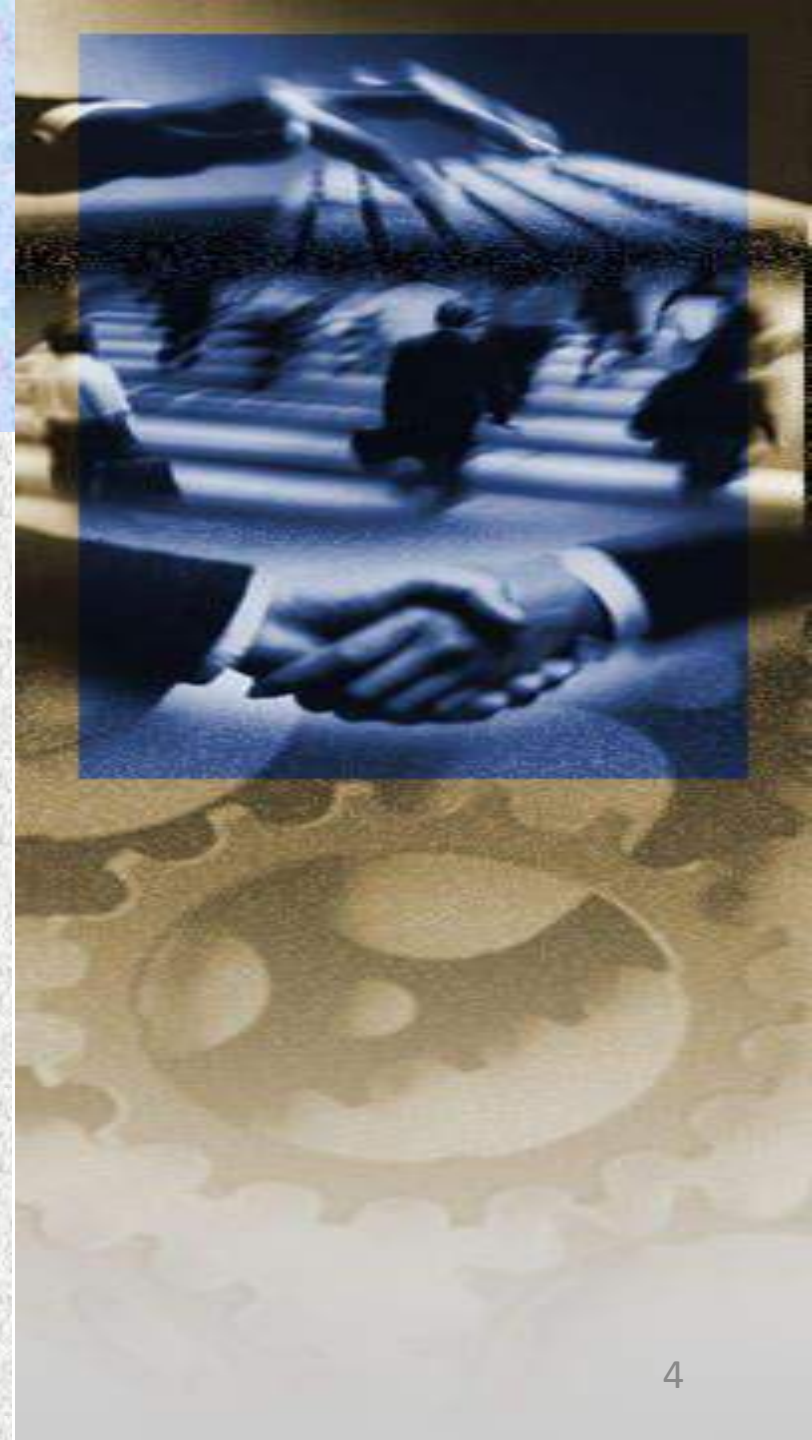
“ If you do the same thing today as you did yesterday, the results for tomorrow are likely to be no different”.



## *The Journey ahead.....*

*“Cheshire,” said Alice, “would you tell me, please, which way I ought to go from here?”*

**“That depends a good deal on where you want to get to,” said the Cat.**





# *The Way Forward .....*



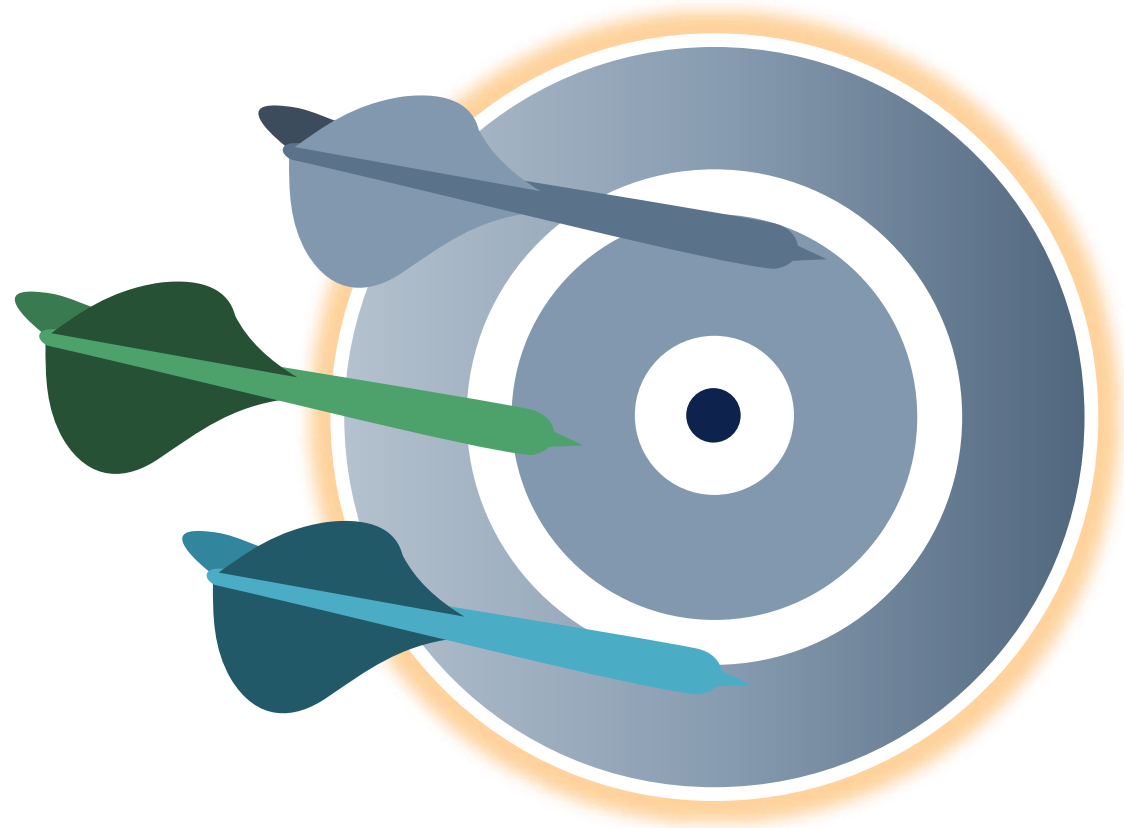
Think about **WHERE** you  
want to go



Put in place a **PLAN** to  
get there



***START MOVING.***



# CONSTANT FACTORS WHICH DETERMINE SUCCESS



# Steps in Career Planning

## GOAL SETTING

How to arrive at goals



Areas of interest

areas of strength

skills & aptitude

personality

aspiration & values

## A structured way of achieving this :

- **UNDERSTAND YOURSELF** so that you can set **meaningful** goals;
- **DEFINE** these **GOALS** in terms of **WHAT** you want to achieve & the steps to get there;
- **IDENTIFY** gaps in your skills & experience and create an action plan that will fill them in, so that you start to move closer & closer to your end goal.

# Understand Yourself

Discover **who** you are & **what** you want.

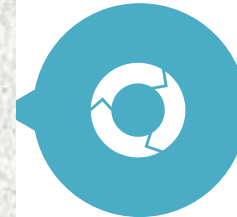


**S > Strengths**

**O > Opportunities**



*Personal*  
**S.W.O.T**



**T > Threats**

**W > Weaknesses**



Build on your  
**S**trengths



Recognise your  
**W**eakness



Evaluate your  
**O**pportunities



Research your  
**T**hreats





# AREAS OF STRENGTH AND WEAKNESS

## STRENGTHS

- What are your advantages?
- What are the things you do well?
- What things are you better than anyone else?
- What comes naturally to you?

## WEAKNESSES (areas for improvement)

- ❖ What areas are you weak at?  
(Work/Study/social skills)
- ❖ What is done badly?
- ❖ Which are the areas that need improvement?
- ❖ What is not easy for you?

## OPPORTUNITIES

- What are the good chances facing you?
- What are the interesting trends?
- Opportunities can come from events such as:
  - ✓ Changes in technology and market
  - ✓ Changes in Govt. policy
  - ✓ Changes in social patterns such as population patterns, lifestyles etc.
  - ✓ Local events
  - ✓ New Skills learnt/ developed

## THREATS

What obstacles do you face?

What is your competition doing?

Is changing technology threatening your position?

# Answer the following types of questions to complete your **STRENGTHS** Section:

- What are you really good at ?
- What skills do other people recognise in you ?
- What do you do better than most people you work with ?
- What do you get rewarded / recognised for ?
- What, about yourself, are you most proud or satisfied with ?
- What experiences, resources or connections do you have access to that others don't ?

**WRITE THEM DOWN NOW !**

1st Year B Tech 2020 : 'The Road Ahead' /

Clayton M Moses

# WEAKNESSES

- What do you try to do that you just can't seem to master ?
  - What do you do only because you have to in order to satisfy 'official requirements' ?
  - Are there one/two aspects of your personality that hold you back ?
  - What do other people most often identify as a weakness in you ?
  - Where are you vulnerable ?
  - Where do you lack experiences, resources or connections where others have them ?
- **WRITE THEM DOWN NOW !**



**OPPORTUNITIES** : elements that you can build on or take advantage of that will improve your chances of success

- In what ways can you maximize your strengths ?
- What opportunities are open to those who do these things well ?
- What would you love to do that you're good at ?
- How can you minimize your weaknesses ? If your weaknesses no longer existed, what could you do ?
- Where do you see the most potential growth for yourself ?

**WRITE THEM DOWN NOW !**

**THREATS** : elements that can derail your success.

- Do you have weaknesses that need to be addressed before you can move forward ?
- What problems could your weaknesses cause if left unchecked ?
- What setbacks might you face ?
- What obstacles have other people overcome to get where you want to go ?

**WRITE THEM DOWN NOW !**

1st Year B Tech 2020 : 'The Road Ahead' /

Clayton M Moses

# Do your **SWOT** Analysis

- Identify Traits within yourself.
- Synergize your traits with people traits.
- Do not let a particular trait dominate your style.
  - *Build on your Strengths,*
  - *Dilute your Weaknesses,*
  - *Exploit the Opportunities,*
  - *Avoid the Threats.*

# Tools for Strategy Formulation

## SWOT ANALYSIS

*Internal*

**Strengths**

**Weaknesses**

*External*

**Opportunities**

**Threats**



# Tools for Strategy Formulation

- ❑ **SO Strategies:** Use Strengths to take advantage of Opportunities
- ❑ **WO Strategies:** Overcome Weaknesses to take advantage of Opportunities
  - ❑ **ST Strategies:** Use Strengths to avoid Threats
  - ❑ **WT Strategies:** Minimize Weaknesses and avoid Threats



**REFLECT**

**SELF AWARENESS**

*1. What I am interested in and could do?*

**CAREER  
MANAGEMENT/  
LEARNING**

*4. How well am I doing?*

**PLAN**

**OPPORUNTIY  
AWARENESS**

*2. What is out there?*

**DECISION MAKING-  
ACTION PLANNING**

*3. What can I do now?*

**EVALUATE**

**DO**



# MY PERSONAL DEVELOPMENT PLAN

<p><b><u>1. Where Am I now?</u></b></p>	<p><b>2. Where Do I Want to Go?</b></p> <p><b>My Goals:</b></p> <ul style="list-style-type: none"><li>a.</li><li>b.</li></ul>
<p><b>3. What I need to do to achieve Goals:</b></p> <ul style="list-style-type: none"><li>a. Research</li><li>b. Resources.</li><li>c. Skills</li><li>d. Time investment</li><li>e. Dedication to task</li><li>f. Advice/ Mentoring</li></ul>	<p><b><u>4. Action Plan to Achieve Goals:</u></b></p> <ul style="list-style-type: none"><li>a. Task Management</li><li>b. Time Management</li><li>c. Study Plan</li></ul>

**5. Periodic Review of Goals and Action Taken**

# Your responses to the following assignment :

**Email me your responses (as an attached PDF) by the end of today (0500 pm) :**

- a. In **one word**, describe how you're feeling about this Programme.
- b. What is the **one thing** that is most likely to interfere with your success in this class?
- c. What is **one expectation** that you have of me as a facilitator during this course?
- d. Any queries/clarifications/comments about today's session ?





*“The door of opportunity won’t open unless you do some pushing”.*

*Anonymous*

# REMEMBER

*“Everything you want that you don’t have is waiting for you outside your comfort zone”.*

**Practice the Rule of Five** : *do 5 things everyday that will lead to the achievement of your goal.*

*“Take the first step in Faith. You don’t have to see the whole staircase. Just take the first step”- Martin L King.*

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THE SECRET OF CHANGE  
IS TO FOCUS ALL OF  
YOUR ENERGY, NOT ON  
FIGHTING THE OLD, BUT  
ON BUILDING THE NEW.

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SOCRATES



**The only way to predict your future  
is to create it.**



# *Thank You*

For

*Your Time , Patience & Attention*

*Clayton M Moses*

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1st Year B Tech 2020 : 'The Road Ahead' /

Clayton M Moses