



DR.C.V. RAMAN UNIVERSITY, KOTA, BILASPUR (C.G.)

DEPARTMENT OF LINGUISTICS

Four - Days Workshop

On

The Importance of Employee Skills and Development Training

(2021-22)

Date: 09th to 12th February, 2021

ORGANIZED BY

**DEPARTMENT OF LINGUISTICS & IQAC DR. C. V. RAMAN
UNIVERSITY KOTA, BILASPUR (C.G.)**

IN ASSOCIATION WITH

C.S.R. COLLEGE PIPARTARAI KOTA, BILASPUR (C.G.)

BRIEF REPORT OF THE SEMINAR

A Four days workshop on “**The Importance of Employee Skills and Development training**”, was conducted on 9th, 10th, 11th and 12th February 2022, under the auspice of Department of Linguistics, IQAC in association with C.S.R.College, Pipertarai. Kota. Aforementioned workshop is organized in order to let the participants understand the importance of Soft Skills and Vocational training for their all-round development. The workshop started by a welcome note by Dr. Manisha Dwivedi. She welcomed all the participants and our keynote speakers Prof. Amar Singh Thakur (Professor Government College Chindwada).

Details of Workshop:

Day 1 **Date-09-02-2022**

Time- **11:00-01:00 P.M**

Session-1

The morning session was taken by Prof. Amar Singh Thakur (Professor Government College Chindwada). He spoke on the Importance of some soft skills like Emotional Intelligence, Leadership skills, Communication Skills. He told the participants about the benefits of Soft-skills Training. He said it increases our productivity, self-confidence, improves Job satisfaction also improves our adaptability. He insists the participants to work more on improving their soft-skills so that it may help in their all-round development. At the end of the session participants asked questions and Dr Amar Singh quenched their Queries.

Session-2

Time - 03:00 - 04:30

The Afternoon Session is carried forward by Prof. Amar Singh Thakur (Professor Government College Chindwada). He spoke on the benefits of Soft-skills and also shed light on the types of soft-skills. He said that soft-skills can help professionals to improve their performance in various ways. He said that learning about the benefits of soft-skills training may help you implement such training in your real life. He told the participants that by developing their soft-skills they can become more productive at work; it will increase their self-confidence, they will get improved job satisfaction, they will generate adaptability to any circumstances.

Day 2ND **Date-10-02-2022**

Time-11:00-01:00 P.M

Session-1

The morning session was taken by Dr. Amar Singh Thakur (Professor Government College, Chindwada). He greeted all the participants and started his session. He spoke on the types of Soft-skills. He talked about interpersonal skills, persuasive skills, critical thinking, self-management, problem-solving, time-management, motivation skills. He said that interpersonal skills develop our ability to communicate properly. Persuasive skills let us to persuade others on some of the important matters, by critical thinking we can identify the

strength and weakness. He said self-management manages our whole life and we become systematic. He said that problem-solving skills help us to analyze the situation. Then at last he said that the importance of time-management and the spark of motivation; both help us to win the situation on time. This session filled within the participants a lot of positive energy and good vibes.

Session-2

Time-03:00-04:30

The afternoon session was taken by Prof. Amar Singh Thakur (Professor Government College Chindwada). He told about the importance of some technical skills as modern age is an age of technology. He said that we all must have some technical knowledge in order to complete tasks. He talked about some of the technical skills like data analysis, web-development, computer programming, graphic designs etc. He asks the participants about their technical skills and he asks them to learn some the technical skills in order to be successful in the present hour of technology. This session benefited the participants a lot.

Day- 3rd Date-11-02-2022

Time-11:00-01:00

Session-1

The morning session on the third day of the workshop was taken by Dr. Amar Singh Thakur (Professor Government College Chindwada). He talked about the importance of communication for the development of our personality. He said that in order to be successful in our life we need to express our thoughts in a clear way and for this we need a good communication. He insists on learning new ways to be a good communicator. He also gave some examples of daily conversations. The session was interesting one for the participants.

Session-2

Time-03:00-04:30

The Afternoon session was taken by Prof. Amar Singh Thakur (Professor Government College Chindwada). He also spoke on verbal and non-verbal skills which plays an important role on our communication skill. He explained these two skills in detail.

Day-4th Date-12-02-2022

Time-11:00-01:00 P.M

Session-1

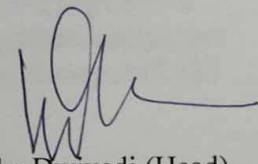
The morning session was taken by Dr Amar Singh Thakur (Professor Government College Chindwada). He spoke on the problem-solving skills. He told the participants about the importance of leadership, peoples-skills of openness, and spoke in short about the difference between soft-skills and hard-skills. This session was quite beneficial for the participants.

Session-2

Time-03:00-04:30

The afternoon session was taken by Prof. Amar Singh Thakur (Professor Government College Chindwada). He spoke on the interview skills. He gave some good tips regarding body-language and dressing sense which is very important for facing any interview. All the participants got benefited by this session.

Finally, the vote of thanks was given by the convener Dr. Manisha Dwivedi (Head of the Department of Linguistics). She thanked our two-keynote speaker for the valuable sessions on all the four days of the workshop and she also thanked all the participants for their active participation and making the event a grand Success.



Dr. Manisha Dwivedi (Head)
Department of Linguistics
Department of Linguistics
Dr. O. V. Raman University
Kargi Road kota, Bilaspur (C.G.)



DR.C.V.RAMAN UNIVERSITY

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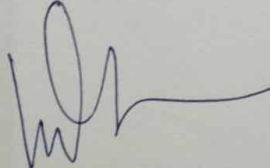
Date: -07/02/2022

CIRCULAR

It is hereby informed that the Department of linguistics and IQAC in association with C.S.R.College Pipertarai,Kota, Bilaspur (C.G.) is organizing a four-day workshop on the topic **“The Importance of Employee Skills and Development Training”** on 9th, 10th, 11th, and 12th February 2022.The entire faculty and the students are requested to show their keen participation

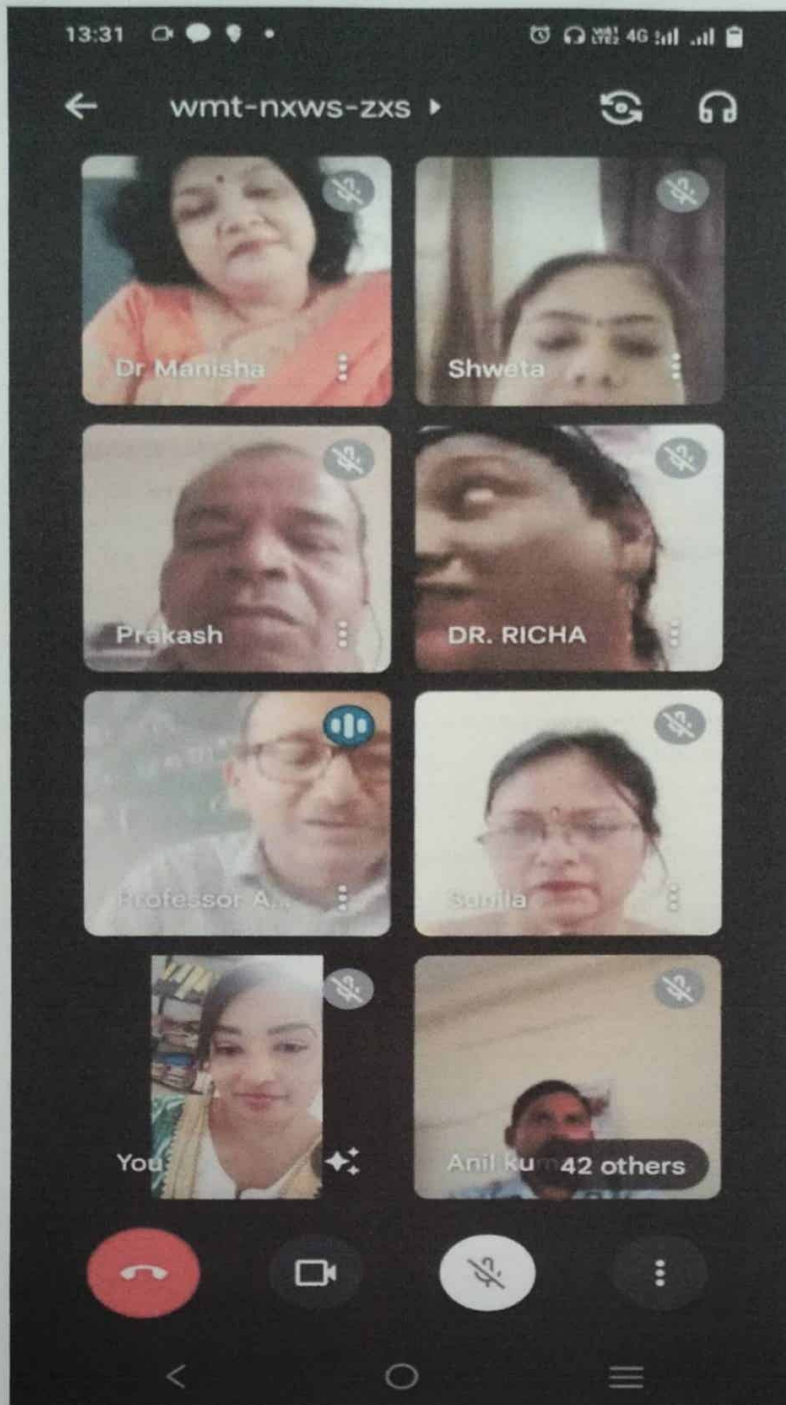
For further information and queries contact to the respective department.


PRINCIPAL
C.S.R. College
Kota, Bilaspur


Dr. Manisha Dwivedi (Head)
Department of Linguistics
Dr. C.V. Ramana University
Kargi Road kota, Bilaspur (C.G.)

Copy to:-

- PA to Honorable vice chancellor/pro VC for kind information
- DIO Director
- Dean of all faculty of Arts
- Coordinator of research cell
- Principal of science and Technology



Prof. Amar Singh our keynote speaker

Day 1 Topic: Importance of soft-skills

Day 2 Topic: Types of soft-skills

Day 3 Topic: Success and soft-skills

Day 4 Topic: Difference between soft-skills and hard-skills


List of Participants

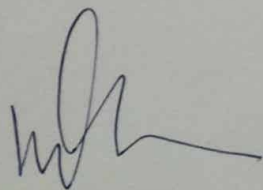
Four Day Workshop on the Importance of Employee Skills and Development Training

Date: 09/02/2022 to 12/02/2022

S. No.	Name of Participants	Course
1	Dr. Manisha Dwivedi	Faculty
2	Dr. Amar Singh	Keynote Speaker
3	Dr. Sangeeta Singh	Dean of Arts
4	Mr. Prakash Mishra	Faculty
5	Dr. Om Prakash Tiwari	Faculty
6	Dr. Sarika Sinha	Faculty
7	Dr. Gurpreet Bagga	Faculty
8	Mr. Anil Kumar Khandey	Faculty
9	Dr. Anupa Thomas	Faculty
10	Mrs. Sunila Patel	Faculty
11	Dr. Ved Prakash Mishra	Faculty
12	Abhijay Saini	P.hd. Scholar
13	Deepshikha Toppo	P.hd. Scholar
14	Radheshyam	M.A. IV Semester
15	Radheshyam	M.A. IV Semester
16	Kuhu Dwivedi	M.A. IV Semester
17	Chandani Pandey	M.A. IV Semester
18	Ishwariraj	M.A. IV Semester
19	Anil Kumar	M.A. IV Semester
20	Aakriti Dwivedi	B.A. English I Sem.
21	Sanju Kumari	B.A. English I Sem.
22	Vidit Tiwari	B.A. English I Sem.

23	Harshita Soni	B.A. English III Sem.
24	Immanuel	B.A. English III Sem.
25	Lalit Kashyap	B.A. English III Sem.
26	Aarti Yadav	B.A. Hindi I Sem.
27	Champa Patel	B.A. Hindi I Sem.
28	Karan Kumar	B.A. Hindi I Sem.
29	Vijay Laxmi Sahu	B.A. Hindi I Sem.
30	Rajkumar	B.A. Hindi I Sem.
31	Shyamlal Yadav	B.A. Hindi I Sem.
32	Sunita Kurre	B.A. English III Sem.
33	Sarita	M.A. English I Sem.
34	Reena	M.A. English I Sem.
35	Alka Singh	P.hd. Scholar
36	Aakash Dahariya	P.hd. Scholar
37	Alka Shukla	P.hd. Scholar
38	Sheeba Cecil	P.hd. Scholar
39	Yashpal Sharma	P.hd. Scholar
40	Dr. Manju Bhatt	Faculty
41	Dr. Snehlata Nirmalkar	Faculty


PRINCIPAL
C.S.R. College
Kota, Bilaspur


 Dr. Manisha Dwivedi (Head)
Department of Linguistics
 Department of Linguistics
 Dr. C. V. Raman University
 Kargi Road kota, Bilaspur (C.G.)



*Four Days Workshop
(Virtual) On*

The Importance of Employee Skills & Development Training

Date: 09th to 12th Feb 2021

SPEAKER

Prof. Amar Singh Thakur
Govt. College Chhindwara (C.G.)

Dr. Tripti Lakra
Asst. Professor
Govt. College Mungeli (C.G.)

Time: First Session: 11:00AM to 01:00 PM
Second Session: 03:00PM to 04:30PM

ORGANIZED BY : DEPARTMENT OF LINGUISTICS & IQAC

DR. C.V. RAMAN UNIVERSITY

KARGI ROAD, BILASPUR (C.G.)

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