



Human Resource Development Centre

Pt. Ravishankar Shukla University, Raipur-492 010 (Chhattisgarh)



Organized by

HRDC
PRSU
Raipur - 492010
Chhattisgarh

Online Short-Term Course on

Soft Skills & Professional Development
(25.09.2023 to 03.10.2023)

Course Coordinator

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Associate Professor
Institute of Management
PRSU, Raipur-492010

The UGC-HRDC, PRSU, Raipur, Chhattisgarh is organizing Short Term Course on Soft Skills & Professional Development during **September 25- October 03, 2023** between **10:30 to 17:30** for college and university teachers of all disciplines.

Objective: Objectives of this short-term course are to provide the participants with opportunities to learn and sharpen their soft skills and enrich themselves professionally. This course will focus on different soft skills required by academicians and will cover various aspects that will help them grow professionally. Eminent resource persons from various disciplines will be invited for sharing their knowledge on soft skills and professional development, which will surely strengthen knowledge of the participants, and will encourage initiating fruitful collaborative relationships among the participants and; also, between participants and scholarly resource persons.

Salient Features of the Course:

- The course will have 22 lectures by resource persons.
- All the participants who will complete the course successfully will get the certificate.

Sub Theme 1: Soft Skills in the Workplace: Following soft skills will be covered:

1. Communication Skills: Oral, written, email, virtual communication and body language
2. Listening Skills and Social Development
3. Presentation Skills and Public Speaking
4. Social Skills, Critical Thinking, and Emotional Intelligence in workplace
5. Organisational Skills: Leadership, Teamwork, Interpersonal Skills, Openness to Learning
6. Time Management: Techniques, Prioritization, Delegation
7. Physical Fitness, Mental Health and Stress Management
8. Professionalism and Ethics
9. Use and Abuse of AI

Sub Theme 2: Professional Development: Following topics will be covered:

1. Professional Development (PD): PD Goals, how to develop professional network in your field?
2. Teacher Effectiveness: Qualities of an effective teacher, methods of teaching- case study, role playing, simulation, feedback, counseling & mentoring etc.
3. Use of Technology: Teaching effectively in online mode (e.g. Google Meet), MOOC, SWYAM, using IT Tools in Research
4. Enhancing Credentials: How to level up your credentials? Seminar, Conferences, New course etc.
5. Work Life Balance: Resolving Workplace and family conflict
6. Publishing in High-end Journals: How to select and publish in high-end journals?
7. Project Grants: Identification of Granting Agencies: UGC, ICSSR, CGCOST, DST; Preparation of Major and Minor Research Projects
8. Consultancy: Management of Consultancy, MOU etc.

Target Group: All regular / part time / ad hoc / contract teachers of different disciplines in the Universities/ Colleges that are included under section 2 (f) of the UGC act. The teachers of the colleges affiliated to the University for at least five years can also participate.

Mode of Delivery: Live web session on Google Meet.

Requirement for the Course: Desktop/ Laptop/ Smart phone with good Internet Connectivity (Webcam, Microphone, headphones and Multimedia enabled).

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Contact: Prof. Preeti K Suresh, Director HRDC-9827938427, 0771-2263828 (O), Dr. Arvind Agrawal: 9754233057

Registration/ Application Link: <https://forms.gle/J8dnbNLUYJKMTAAA>

Registration fee: Rs. 1000.00 (non-refundable), to be paid online in Director, ASC bank account number - 30644576182; IFSCcode: SBIN0003739, State Bank of India, PRSU, Raipur.

Number of Participants: Minimum 20 and Maximum 40 on first come first serve basis.