



**FATIMA MATA NATIONAL COLLEGE, KOLLAM
(Autonomous)**

**Reaccredited with 'A' grade by NAAC
Kollam, Kerala – 691001**

Email: mailbox@fatimacollege.net

Website: www.fatimamatanationalcollege.ac.in

Seminar on:

Soft Skills for Career Improvement

Focus points of seminar:

- Why soft skill matters?
- Which are the soft skills we focus on for career achievements?
- How can we integrate technical skills with soft skills?

PROGRAMME

WELCOME : Dr. Vincent B. Netto, Principal

Session

(11.30 a.m.-1.00 p.m.)

Topic : **Soft Skills for Career Improvement**
(Integrating Technical Skills with Soft Skills)

Resource Person : Mr. Christy Clement,
Career Guidance Cell, F.M.N. College, Kollam

Vote of Thanks : Dr. Mary Tresa Miranda, Co-ordinator IQAC

Venue: Chemistry Gallery

19th March 2016

Abstract

Soft skills matter because it makes it easy for us to get along and work harmoniously with other people. Your work ethic, your attitude, your communication skills, your emotional intelligence and a whole host of other personal attributes are the soft skills that are crucial for career success. Problem solving, delegating, motivating, and team building are all much easier if you have good soft skills. Knowing how to get along with people and displaying a positive attitude are crucial for success.

The soft skills we focus on for career achievements

- Emotional intelligence : The ability to recognize and manage your emotions and the emotions of others. This involves;
 - Self-awareness
 - Self-regulation
 - Motivation
 - Openness to Feedback
 - Empathy
 - Social skill

These soft skills help you excel as a leader

- Team Work

Be open to new ideas, and work respectfully with others. Build rapport and positive relationships with other people

- Growth Mindset

This is critical to your ability to persevere ; viewing your abilities, talents, and intelligence as skills you can grow and improve upon. Reframe your outlook by viewing a challenge or setback

- Adaptability

Nobody likes a complainer. Develop the ability to adapt to changes. Develop the potential to raise legitimate concerns than just raising complaints which will go a long way towards growing a successful career.

- Active Listening

Improve your active listening skills. By becoming a better listener, you will improve your productivity, as well as your ability to influence, persuade and negotiate. This will avoid conflict and misunderstandings. All of these are necessary for workplace success.

- Work Ethic

Career progression is the fruit of work ethic. Put in an extra legwork to succeed without being asked.



