



**D Y PATIL**  
DEEMED TO BE  
UNIVERSITY  
SCHOOL OF  
**MANAGEMENT**  
NAVI MUMBAI

( Established under section 3 of the UGC Act,1956 ( NAAC Re-Accredited 'A')  
AICTE Approved  
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## **Capability Enhancement Skill Programs**

**On**

**“Interpersonal Skills”**

**Date: 10<sup>th</sup> January 2022 to 14<sup>th</sup> January 2022**

**Time: 11:00 am – 05:00 pm**

**Venue: D. Y. Patil Deemed to be University School  
of Management**

**Faculty in Charge: Asst. Prof. Dr Alpha Lokhande**



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Date – 4<sup>th</sup> January 2022

**CIRCULAR**

Dear Students,

This is to inform you that DY Patil University School of Management is organising the Capability Enhancement Skill Programs from 10<sup>th</sup> January 2022 to 14<sup>th</sup> January 2022.

The topic is “Interpersonal Skills” and will be conducted by our experienced faculty members.

We request you all to join these beneficial courses for your better career in future

Dr. R. Gopal

Director

Dr. Vani Kamath

Dean / Head of Institute



## Faculty Profile –

### Asst. Prof. Dr Alpha Lokhande



Dr Alpha Lokhande is a Business Management Teaching Professional, she is an MBA in Human Resource Management and PhD. in Management. Dr Alpha has also pursued Diploma in Training and Development from Indian Society for Training and Development - Mumbai Chapter. She has more than 11 years of experience in Human Resource Management, General Management, and Soft Skills development. Dr Alpha has Trained Employees from Organisations like ONGC, Pillsbury in Cross – Cultural Communication, Interview skills and Stress Management. She has published more than 20 research papers in various National and International Journals with highest 7.4 impact factor.



## Itinerary –

**Date – 10<sup>th</sup> January 2022 to 14<sup>th</sup> January 2022**

**Topic – Interpersonal Skills**

**Faculty – Asst. Prof. Dr Alpha Lokhande**

## Itinerary of the Programme

<b>DAY 1</b>	
11:00 AM	Introduction of the Faculty with the Students
11:30 AM	Introduction of DYPUSM Capability Enhancement Skill Programs by host faculty Asst. Prof. Dr Alpha Lokhande
12:00 PM	Introduction of the topic Interpersonal Skills by the faculty
01:00 PM	Lunch Break
02:00 PM	Basics and Science of Interpersonal Skill and Principles of Interpersonal Communication
04:00 PM	Understanding interpersonal styles and techniques of communication
	End of Day 1
<b>DAY 2</b>	
11:00 AM	Self-awareness and Exploring differences
12:00 PM	Assertiveness skills
01:00 PM	Lunch Break
02:00 PM	Communicating feeling
04:00 PM	How to achieve effective communication
	End of Day 2
<b>DAY 3</b>	
11:00 AM	Nonverbal communication
12:00 AM	Effective listening techniques
01:00 PM	Lunch Break
02:00 PM	Communication in relationships
04:00 PM	Personal power & influencing skills
	End of Day 3
<b>DAY 4</b>	
11:00 AM	Attitudes, values and perceptions. Feedback strategies
12:00 PM	How to deal with different situations & conflict



01:00 PM	Lunch break
02:00 PM	Conflict management strategies and techniques
04:00 PM	Negotiating conflict in relationships
	End of Day 4
<b>DAY 5</b>	
11:00 AM	Dealing with difficult people and Dealing with people under stress
01:00 PM	Working together
02:00 PM	Lunch Break
03:00 PM	Revision of the previous 4 days
04:00 PM	Question and Answers Session for Students
	End of Day 5



## Course Details-

School of Management have organized the Capability Enhancement Skill Programs for their students on the topic Interpersonal Skills. Communication is important; however, effective social skills is critical in relationships, especially in the workplace. In the corporate world, these skills are also referred to as interpersonal skills. These skills help people communicate and relate to each other. When we refer to people skills or soft skills, we are referring to Interpersonal skills.

An efficient interpersonal communication sets the groundwork for an efficient organization. Interpersonal skills are the traits and manners we demonstrate while interacting with other individuals. Strong interpersonal skills include the capability to collaborate with colleagues to solve difficult problems and establish a good working relationship within the office. This is the key indicator of a successful working environment

## Course Objectives –

- To understand the theories that explain interpersonal interactions.
- To recognize the characteristics of competent communication in interpersonal interactions.
- To understand how perception affects communication.
- To evaluate listening habits and practice effective listening skills.
- To recognize the ethical dimensions of interpersonal communication.

## Course Outcome-

By the end of the course, students will be able to:

- Demonstrate an understanding of interpersonal skills as part of effective communication processes
- Identify the significance of attitudes, values and perceptions in interpersonal communication
- Demonstrate a range of effective interpersonal communication skills
- Use assertiveness skills and interpersonal skills in the workplace team
- Maintain a helping relationship with clients
- Utilise effective communication skills to build strong relationships
- Develop, implement and promote effective communication techniques



## Attendance Sheet

Course – Interpersonal Skills

Faculty – Asst. Prof. Dr Alpha Lokhande

SR No	Name Of The Student	10/01/2022	11/01/2022	12/01/2022	13/01/2022	14/01/2022
1	Singh Mahima Ajay	Present	Present	Present	Present	Present
2	Gautam Gupta	Present	Present	Present	Present	Absent
3	Geeta Sudarshan Bhojankar	Present	Present	Present	Present	Present
4	Govardhan Patil	Present	Present	Present	Present	Present
5	Harsh Amarnath Patil	Present	Present	Present	Present	Present
6	Harsh Anand Solay	Present	Present	Present	Present	Present
7	Saba Shahalam Mirza	Present	Present	Present	Present	Present
8	Mitesh Thankey	Present	Present	Absent	Present	Present
9	More Disha Rashmin	Present	Present	Present	Absent	Present
10	Janhvi Wani	Present	Present	Present	Present	Present
11	Jitendra Kajla	Present	Present	Present	Present	Present
12	Jugal Bharat Chauhan	Present	Present	Present	Present	Absent
13	Kalpesh Choudhary	Absent	Present	Absent	Present	Present
14	Karan Bhavin Shah	Present	Present	Present	Present	Absent
15	Nate Sagar Ravindra	Present	Present	Present	Present	Present
16	Shoukatali Shifa Parveen	Present	Present	Absent	Present	Present
17	Tandel Ashutosh Prakash	Present	Present	Present	Absent	Present
18	Bhoir Shivam Chandrakant	Present	Absent	Present	Present	Present
19	Chivelkar Sahil Deepak	Present	Present	Present	Present	Present
20	Kadu Saish Ramesh	Absent	Absent	Present	Present	Present
21	Siddhant More	Present	Present	Present	Absent	Present
22	Nikhil Patel	Present	Present	Present	Present	Present
23	Saurabh Machkar	Present	Present	Present	Present	Absent
24	Yash Raj Srivastava	Present	Present	Present	Present	Present



25	Adarsh Jaiprakash Yadav	Present	Absent	Present	Present	Present
26	Zayd Naved Shaikh	Present	Present	Present	Present	Present
27	Pratik Uday Shetty	Present	Present	Absent	Present	Present
28	Parab Atharva Satish	Present	Present	Absent	Present	Present
29	Sakhare Himanshu Hemant	Present	Present	Present	Present	Present
30	Shashank Chaturvedi	Present	Present	Present	Present	Present
31	Gulati Shaurya Vikra	Present	Present	Present	Present	Present





## Student Feedback –

Student Name

Shruti Tanaji Chavan

Was the course useful?

Yes

No

Maybe

Clear selection

Was the topic covered by faculty relevant?

Strongly disagree

Disagree

Neutral

Agree

Strongly agree

Clear selection


Your overall experience

Excellent

Good

Fair

Poor



Student Name

Mahima Singh Ajay

Was the course useful?

Yes

No

Maybe

Clear selection

Was the topic covered by faculty relevant?

Strongly disagree

Disagree

Neutral

Agree

Strongly agree

Clear selection


Your overall experience

Excellent

Good

Fair

Poor





## Student Certificate –



### Certificate Of Participation

This is to certify that Singh Mahima Ajay  
Had participated in Career Enhancement Skills  
Programs "**Interpersonal Skills**" At  
D.Y. Patil School of Management, Navi Mumbai On 10  
jan 2022 To 14 jan 2022

**Dr.Vani Kamath**  
Dean, DYPUSM



### Certificate Of Participation

This is to certify that More Disha Rashmin  
Had participated in Career Enhancement Skills  
Programs "**Interpersonal Skills**" At  
D.Y. Patil School of Management, Navi Mumbai On 10  
jan 2022 To 14 jan 2022

**Dr.Vani Kamath**  
Dean, DYPUSM



### Certificate Of Participation

This is to certify that Chavan Shruti Tanaji  
Had participated in Career Enhancement Skills  
Programs " **Interpersonal Skills** " At  
D.Y. Patil School of Management, Navi Mumbai On 10  
jan 2022 To 14 jan 2022

**Dr.Vani Kamath**  
Dean, DYPUSM



### Certificate Of Participation

This is to certify that Nate Sagar Ravindra  
Had participated in Career Enhancement Skills  
Programs " **Interpersonal Skills** " At  
D.Y. Patil School of Management, Navi Mumbai On 10  
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**Dr.Vani Kamath**  
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## Certificate Of Participation

*This is to certify that **Gulati Shaurya Vikram**  
Had participated in Career Enhancement Skills  
Programs " **Interpersonal Skills** " At  
D.Y. Patil School of Management, Navi Mumbai On 10  
jan 2022 To 14 jan 2022*

**Dr.Vani Kamath**  
Dean, DYPUSM