

Capability Enhancement Skill Programs

On

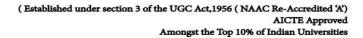
"Interpersonal Skills"

Date: 10th January 2022 to 14th 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





 $Date-4^{th}\ January\ 2022$

CIRCULAR

Dear Students,

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

Dr. Vani Kamath

Director

Dean / Head of Institute





Faculty Profile – Asst. Prof. Dr Alpha Lokhande

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 – 10th January 2022 to 14th January 2022

Topic – Interpersonal Skills

Faculty - Asst. Prof. Dr Alpha Lokhande

Itinerary of the Programme

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 DAY 2 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 DAY 3 11:00 AM Nonverbal communication	•	
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01:00 PM		faculty Asst. Prof. Dr Alpha Lokhande
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End of Day 2 DAY 3 11:00 AM Nonverbal communication	02:00 PM	Communicating feeling
DAY 3 11:00 AM Nonverbal communication	04:00 PM	How to achieve effective communication
11:00 AM Nonverbal communication		End of Day 2
	DAY 3	
12:00 AM Effective listening techniques	11:00 AM	Nonverbal communication
	12:00 AM	Effective listening techniques
01:00 PM Lunch Break	01:00 PM	
02:00 PM Communication in relationships	02:00 PM	Communication in relationships
04:00 PM Personal power & influencing skills	04:00 PM	Personal power & influencing skills
End of Day 3		
DAY 4	DAY 4	
11:00 AM Attitudes, values and perceptions. Feedback strategies	11:00 AM	Attitudes, values and perceptions. Feedback strategies
12:00 PM How to deal with different situations & conflict	12:00 PM	How to deal with different situations & conflict



(Established under section 3 of the UGC Act,1956 (NAAC Re-Accredited 'A') ${\bf AICTE~Approved} \\ {\bf Amongst~the~Top~10\%~of~Indian~Universities}$

01:00 PM	Lunch break
02:00 PM	Conflict management strategies and techniques
04:00 PM	Negotiating conflict in relationships
	End of Day 4
DAY 5	
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

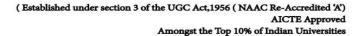
Course Objectives –

- 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

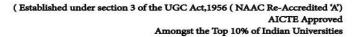
Faculty - Asst. Prof. Dr Alpha Lokhande

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



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25	Adarsh Jaiprakash	Present	Absent	Present	Present	Present
	Yadav					
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	Present	Present	Present	Present	Present
	Hemant					
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?
O Strongly disagree
O Disagree
O Neutral
Agree
Strongly agree
Clear selection
Your overall experience
Excellent
Good
O Fair
D 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
_ O 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

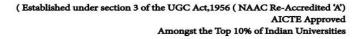
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D.Y. Patil School of Management, Navi Mumbai On 10

jan 2022 To 14 jan 2022

Dr.Vani Kamath Dean, DYPUSM







Certificate Of Participation

This is to certify that 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

Tel: +91 22 2758 9200

Fax: +91 22 27575064 Web: www.dypatil.edu