



**TELANGANA SOCIAL WELFARE RESIDENTIAL ARMED FORCES  
PREPARATORY DEGREE COLLEGE FOR WOMEN, BHONGIR  
YADARI BHONGIR (DIST), TELANGANA, 508126**



**Affiliated to Mahatma Gandhi University, Nalgonda**

**E-mail: [pri-rdcw-bngiri-swrs@telangana.gov.in](mailto:pri-rdcw-bngiri-swrs@telangana.gov.in) Website: <https://rdcwbhongir.tswreis.ac.in>**

**Mobile No.: 7995010687**

## **SOFT SKILLS**

Soft skills are non-technical, personal attributes, and personality traits that enhance an individual's ability to interact, communicate, and work with others. They are essential for building strong relationships, achieving personal and professional growth, and succeeding in a rapidly changing work environment.

### **Key Soft Skills:**

- ❖ **Communication Skills:** Verbal and non-verbal communication, active listening, and clear expression of ideas.
- ❖ **Teamwork and Collaboration:** Ability to work effectively with others, build strong relationships, and contribute to team goals.
- ❖ **Leadership and Initiative:** Capacity to inspire, motivate, and guide others, and take charge when necessary.
- ❖ **Time Management and Productivity:** Ability to prioritize tasks, manage time, and maintain productivity.
- ❖ **Problem-Solving and Critical Thinking:** Capacity to analyze problems, think critically, and develop creative solutions.
- ❖ **Adaptability and Flexibility:** Ability to adjust to changing environments, challenges, and priorities.
- ❖ **Emotional Intelligence and Empathy:** Self-awareness, understanding of others' emotions, and ability to build strong relationships.
- ❖ **Conflict Resolution and Negotiation:** Ability to manage conflicts, negotiate effectively, and find mutually beneficial solutions.



  
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**Soft skills Activities**

<b>Academic Year</b>	<b>Name of the capacity development and skills enhancement program</b>	<b>Period (from date - to date)</b>	<b>Number of students enrolled</b>	<b>Name of the agencies/experts involved with contact details (if any)</b>	<b>Proof</b>
2018-2019	Add on course: Voice and accent training	05-01-2018 to 06-01-2018	28	Dr. D. Vijaya Laxmi, HOD, Department of English, TSWRAFPDCW, Bhongir	<a href="#">View document</a>
2018-2019	ADD ON Course: Customer Relationship Management	01.11.2018 to 30.11.2018	65	B. Spandana Department of Commerce, TSWRAFPDCW Bhongir	
2020-2021	Add on course: Presentation skills	01.08.2020 to 31.08.2020	26	Dr. D. Vijaya Laxmi, HOD, Department of English, TSWRAFPDCW, Bhongir	
2020-2021	ADD ON Course: HUMAN RESOURCE MANAGEMENT	01.09.2020 to 30.09.2020	26	K. Kavitha, HOD, Department of Commerce, TSWRAFPDCW Bhongir	
2021-2022	Add-On course On Communicative English	01.09.2021 to 31.09.2021	39	Dr. D. Vijaya Laxmi, HOD, Department of English, TSWRAFPDCW, Bhongir	
2022-2023	Add on Course: Enhancing Soft skills	02-08-2022 to 15-09-2022	20	Dr. D. Vijaya Laxmi, HOD, Department of English, TSWRAFPDCW, Bhongir	



*Dr. D. Vijaya Laxmi*  
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