Capacity Building & Personality Development Program (PDP)

Jointly organized by the Department of Social Work-PG (MSW), St. Edmund's College, Shillong in collaboration with the National Women Commission, New Delhi.

Introduction

Personality development courses aim to enhance communication and interpersonal skills in individuals. These types of programmes are very high in demand as they provide candidates with soft-skills and techniques that will give them a competitive edge during placement and interview processes. Students are becoming more and more conscious of the importance of developing their personality since this enables them to make a good impression on others and develop the skills they need to build a successful career.

As part of this programme, the Department of Social Work-PG (MSW) of St. Edmund's College in collaboration with the National Women Commission, Delhi jointly organized a Capacity Building & Personality Development Programme (PDP) on the 21st March 2022, from 10:00 AM. During the event, Zoom Meeting *(Meeting ID: 832 6792 7492/ Passcode: 597920)* was used to conduct the program virtually for only female students of St. Edmund's College.
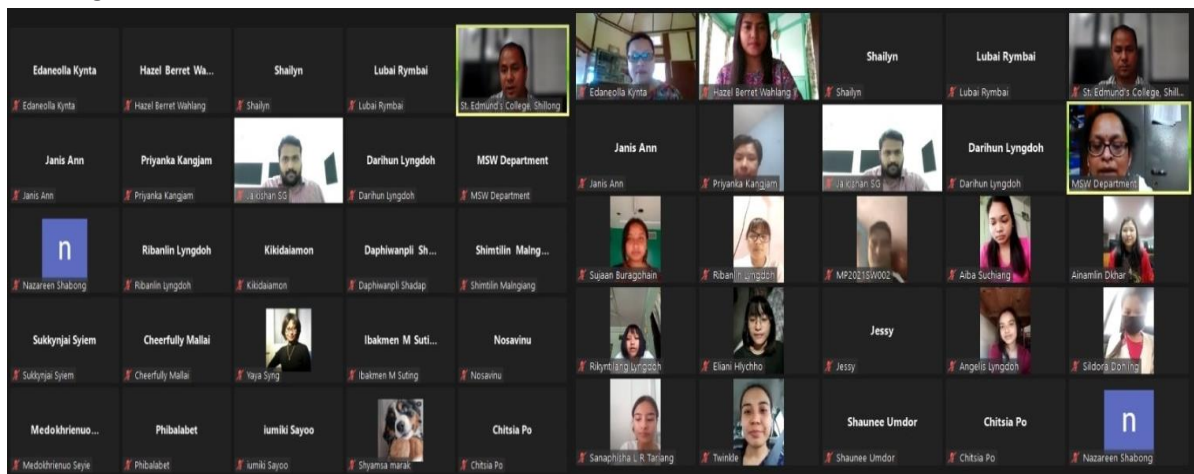
Objectives of the Programme:

The current course focuses on preparing students for entering the workforce. In some cases, lack of confidence can prevent an individual from communicating effectively and demonstrating their professionalism. The course will focus on learning and applying the use of intuitive, logical and critical thinking, communication and interpersonal skills, not limited to cognitive/creative skills. The development of these skills and behavior sets will help improve employability.

Course content:

1. Personal Capacity Building
2. Professional -Career Skills
3. Digital Literacy & Effective use of Social Media

Total time duration: 4.5 Hours (1.5 hours per session)

An image from the event

Programme Schedule:

Programme	Topic	Key Persons
Inaugural Ceremony	Welcome Address	*Mr. Monotosh Chakraborty*, Vice Principal, St. Edmund's College.
	Keynote Address	*Dr. Sylvanus Lamare*, Principal, St. Edmund's College.
Technical Session 1	Personal Capacity Building	*Dr. Wandaia Syngkon and Ms. Ainamlin Dkhar*, Faculty Members, Department of Social Work-PG, St. Edmund's College
Technical Session 2	Professional Career Skills	*Ms. Edaneola Kynta*, Faculty Member, Department of Social Work-UG, St. Edmund's College Mr. Allanson Wahlang, Faculty Member, Department of Social Work-PG, St. Edmund's College
Technical Session 3	Digital Literacy & Effective use of Social Media	*Ms. Hazel Berret Wahlang*, Fieldwork Coordinator, Department of Social Work-PG, St. Edmund's College *Mr. Jaikishan SG*, Senior Faculty, Seamedu School of Pro-Expressionism, Bangalore
Closing	Vote of Thanks	*Dr. Rituparna Rajendra*, Head, Department of Social Work-PG, St. Edmund's College

***The programme was hosted by Mr. Martius Rynjah,* Faculty Member, Department of Social Work-PG, St. Edmund's College**

Technical Session 1: Personal Capacity Building

Dr. Wandaia Syngkon and Ms. Ainamlin Dkhar, Faculty Members, Department of Social Work-PG, St. Edmund's College, led the first technical session on "Personal Capacity Building". The objective of the session is to make learners engage in effective communication by respecting diversity and embracing good listening skills. Practice interpersonal skills for better relations with seniors, juniors, peers and stakeholders. Understand the importance of documentation of key critical ideas/thoughts articulated and action points to be implemented. Learning effective time management skills; thereby avoiding unwarranted stress.

The first half of the workshop focused on "Listening, Brainstorming, and Time Management" and Dr. Wandaia stressed the importance of listening to accurately receive and interpret information. She also elaborated on the benefits of effective listening, such as improving

Listening is an act of love. When you listen to people, you are communicating non-verbally that they are important to you

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productivity, reducing conflict and communication errors, improving understanding, improving negotiation skills, as well as adding to our professional image & personality.

Furthermore, she talked about time management and said that one can achieve career success and life satisfaction through good time management practices such as creating a schedule and sticking to it, combining similar tasks, taking breaks between tasks, removing distractions, undertaking a time audit, planning ahead, and creating a daily schedule.

She also spoke on brainstorming's importance as a way to enable creative thinking and get all participants involved, and she provided some tips on how to do it effectively, like identifying roles in the group, defining the issue or problem under consideration, explaining the DOs and DONTs of brainstorming, creating a relaxed environment, splitting up into groups, and ranking the ideas you generate.
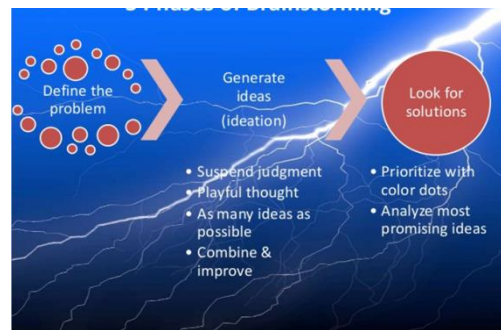
As part of the second technical session 1, Ms. Dkhar addressed stress management, group discussion skills, and internal communication. In her view, stress is a mind and body's response or reaction to a real or imagined threat, event, or change, and that threat, event, or change is what is commonly referred to as a stressor. Additionally, she emphasized that stressors can be internal such as thoughts, beliefs, attitudes, or external such as loss, tragedy, and change. In addition, there can be physical stressors such as illness, lack of sleep, poor nutrition, etc. and environmental stressors such as heat, cold, noise, traffic, confined spaces, and traffic. Among the sociocultural stressors are financial issues, relationship problems, work, and interpersonal interactions (interactions with others) such as rudeness, bossiness, aggressiveness, rules & regulations, and deadlines. Major life events include death, job loss, promotion, birth, marriage, etc. She also emphasizes relaxation strategies such as breathing exercises, physical exercise like yoga, workout routines, meditation; counseling such as talk therapy, decreasing caffeine consumption, decreasing junk food consumption, having an adequate amount of sleep (at least 7hrs) and regular exercise.

Ms. Dkhar also touched on Group Discussions, which she described as formal discussions between people with an invited group of participants and that one should be very active while taking part in a group discussion, which can be a criterion for assessing candidates for hiring. In addition, the interviewers may look at attributes such as your contributions, your level of knowledge, whether you communicated effectively, whether you were a good listener and did not interrupt others, your body language and leadership, if you were a team player, and how you analyzed the situations. She mentioned that internal communication has numerous benefits, including keeping everyone informed, establishing connections, improving innovation, and creating a positive work environment.

Technical Session 2: Professional -Career Skills

The second technical session addressed professional career skills and was presented by Ms. Edaneola Kynta, a Faculty Member at St. Edmund's College's Department of Social Work-UG, and Mr. Allanson Wahlang, a Faculty Member at St. Edmund's College's Department of Social Work-PG. Ms. Kynta began with Identifying Career Opportunities and Resume Skills, and Mr. Wahlang finished with Interview Skills and Presentation Skills.

Ms. Kynta introduced the participants to career opportunities and stressed that a career is the actions and progress a person takes throughout their lifetime, especially those related to their occupation. She stressed the importance of strategic career planning and the preparation for where one wants to go or what one wants to become in the future.The participants were asked to complete a small assessment with 10 questions and an evaluation scale of 0 to 20. After the participants had completed the exercise, she told them to add up all their points and then she showed them the result.

If they scored between 0-50, they are considered a 'Guide', meaning they are liked by everybody, they love them because they are a good listener, good communicator, kind, have a good sense of humour, knowledgeable, and understand other people's emotions. Vice President, Nurse, Teacher, Social worker, Guidance Counselor, Police officer, Bartender, and Therapist are the best jobs for The Guide. The Artists are those who scored between 50-100 on the scale, meaning they are happy to be themselves, inspire by connecting with people and ideas, and the biggest challenge for them is planning for the future. They are unpredictable to close friends and family. They are best suited to be an artist, fashion designer, interior designer, photographer, hairstylist/cosmetologist, chef, writer/editor, or an actor/actress. Those who score between 100 and 150 are considered Leaders, while those who score between 150 and 200 are considered Scientists.

100- 150
The Leader

You can be whoever you like as you embody the gifts of charisma and confidence
You project authority, can draw crowds together to a common goal
If there's anything you love it's a good challenge, big or small
Firmly believe that given enough time and resources they can achieve any goal

Best jobs for you
President
Judge
Lawyer
Principal
Entrepreneur
Project manager
Financial advisor / accountant

150-200
The Scientist

You're a genius that's super hard to find
You enjoy theoretical and abstract concepts, dislike confusion, disorganization and inefficiency
Prefer solitary work to group work and more focused on the future than the present
Analytical and logical

Best jobs for you
Scientist
Veterinarian
Medical doctor
Pilot
Historian
Pharmacist
Engineer
Computer programmer

What information should be in a Resume?

Identify yourself   Education   Continuing education

Work or Professional experience   Volunteer experience   Activities

Computer Skills   Professional Associations

Participants were also guided on how to write an appropriate resume, fill in the necessary gaps during interviews, and effectively communicate their skill set during Ms. Kynta's session. As per her recommendations, a good

resume should contain the following features: Skills-focused, easy to read and understand, visually compelling without gimmicks, One page or no more than two pages in length.

Technical Session 3: Digital Literacy & Effective use of Social Media

The third technical session discussed "Digital Literacy and Effective Use of Social Media" with Ms. Hazel Berret Wahlang, Fieldwork Coordinator, Department of Social Work-PG, St. Edmund's College, and Mr. Jaikishan SG, Senior Faculty, Seamedu School of Pro-Expressionism, Bangalore.

It was split into two segments, where Ms. Hazel took the first segment and talked about the negative effects of social media, and Mr. Jaikishan took the second segment and addressed how to use social media effectively, its negative effects, and tips and tools. The session is designed to make women aware of the safe use of social media and Internet platforms, raise awareness about cyber crimes, and advise users of the resources/resources available to them to prevent such problems and also ways to handle such crimes.

During the presentation, the resource persons highlighted social networking as one of the most popular online activities, allowing us to communicate, share information, photographs, and videos with anyone around the world. As a result, it has transformed most aspects of our lives, including communications, friendships, sharing of information, playing games, and getting products delivered to our doorsteps with online shopping, connecting us with people around the globe virtually, providing us with 24/7 information about many topics at our fingertips, allowing us to be entertained by videos, music, and more. In addition to the
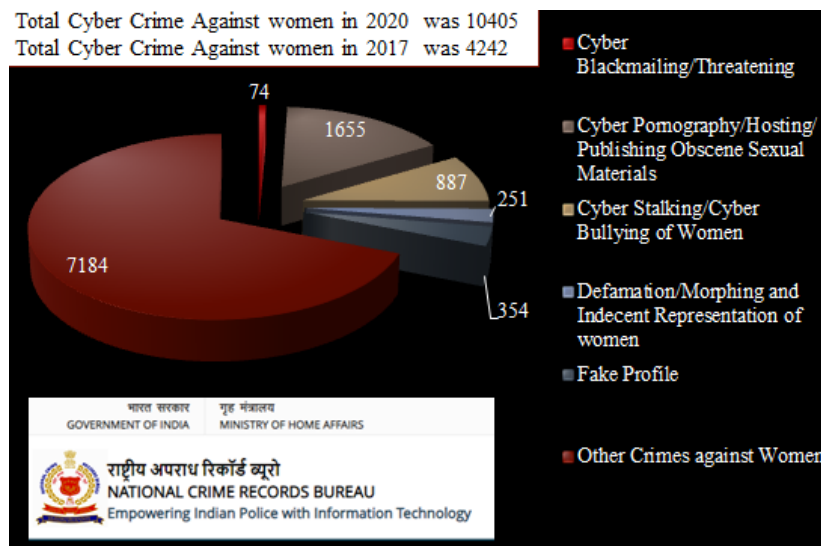
advantages it offers, misusing it or not using it carefully can cause it disadvantages. Furthermore, they illustrate the potential negative implications of social media, including cyber blackmailing, cyber stalking, bullying, fake profiles, morphing, and indecent representation of women. According to the National Crime Record Bureau, 10,405 cybercrimes against women were reported in 2020, which is an increase over 4242 cybercrimes reported in 2017.

As part of his presentation, Mr. Jai also shared short videos showing how social media is used to trigger young individuals to take their own lives, as well as how people can quickly repost a feed on social media with a
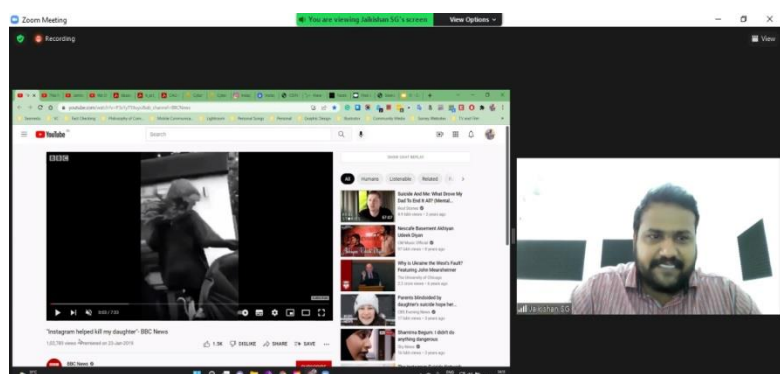
different message. The students were therefore encouraged to be cautious and to always read the terms and conditions before accepting, to be alerted if someone attempts to access their account, and many more tips to help them stay safe. During this session, the female students learn how to effectively use social media by becoming cyber-aware. Lastly, they provide a web link to the strategies for cyber awareness suggested by the National Cyber Crime Reporting Portal (Cyber Awareness: https://cybercrime.gov.in/Webform/CyberAware.aspx).

During the course, Ms. Wahlang encourages the participants to report any cybercrime via the National Cyber Crime Reporting Portal, which was launched by the Government of India to make it easier for victims to make cybercrime complaints. Complaints about cybercrimes are taken care of by the portal but with a special focus on crimes against women and children. Those who wish to report Cyber Crime may call the toll-free number 1930 or register a complaint on http://cybercrime.gov.in/Webform/crmcondi.aspx. As well, another helpline was provided just for informational purposes, such as a number where they can contact their local police department in an emergency or to report crime other than cybercrime. There is also a National Women's Helpline number 181 which provides 24-hour support and information to anyone affected by violence, as well as a Childline number 1098 for children in need of help and protection.

Event Poster:

CAPACITY BUILDING AND PERSONALITY DEVELOPMENT PROGRAMME (PDP)

JOINTLY ORGANISED BY

SOCIAL WORK DEPARTMENT (PG) and IQAC
ST. EDMUND'S COLLEGE
SHILLONG

IN COLLABORATION WITH
NATIONAL COMMISSION FOR WOMEN, DELHI

21st MARCH 2022
TIME: 10:00 AM IST

(e-certificates will be provided)