



**CAPACITY BUILDING & PERSONALITY DEVELOPMENT PROGRAM (PDP)
JOINTLY ORGANIZED BY THE DEPARTMENT OF SOCIAL WORK-PG
(MSW), AND IQAC ST. EDMUND'S COLLEGE, SHILLONG IN
COLLABORATION WITH THE NATIONAL WOMEN COMMISSION, NEW
DELHI.**

3/21/2022

Department of Social Work-PG (MSW)

St. Edmund's College, Shillong

Introduction

Personality development courses aim to enhance communication and interpersonal skills in individuals. These types of programmes are popular and sought after 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.

The Department of Social Work (PG) was privileged to have the opportunity to work in collaboration with the National Commission for Women, New Delhi in organising the webinar on Capacity Building and Personality Development (PDP) 2022 on the 21st March 2022, from 10:00 AM onwards. The focus areas of the programme were specifically aimed at sensitizing, and fostering development of personality capacity building, professional career skills and digital literacy among the respondents. The programme targeted female student participants at the graduate and post-graduate level. The Event was conducted through an online mode via Zoom Meeting (*Meeting ID: 832 6792 7492/ Passcode: 597920*).

The programme started with the introductory note from the Programme Co-ordinator Mr. Martius Rynjah (Asst. Professor, Social Work) which was followed by a Welcome Speech delivered by Sir. Monotosh Chakravarty, Vice Principal. The Keynote Address was delivered by Dr. Sylvanus Lamare, Principal St. Edmund's College, Shillong. The technical sessions of the programme were conducted by resource persons; Ms. Wandaya Syngkon, Ms. Ainamlin Dkhar, Ms. Edaneola Kynta, Mr. Allanson Wahlang, Ms. Hazel Wahlang and Mr. Jaikishan SG who covered their respective sessions on various aspects in relation to the focus areas of the programme.

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)

Technical Session 1: Personal Capacity Building

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

JIM GEORGE
WORDORPN.COM

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 was to make learners engage in effective communication by respecting

diversity and embracing good listening skills. The course made special focus on practicing interpersonal skills for better relations with seniors, juniors, peers and stakeholders. The session also focused on understanding the importance of documentation of key critical ideas/thoughts articulated and action points to be implemented.

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 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 the importance of brainstorming 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 on 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, some of them 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 stated that 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 allowed the participants to evaluate themselves from a 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 results.

If they scored between 0-50, they were considered as 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 Counsellor, 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.





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.

The second part of the session on professional career skills was taken by Mr. Allanson Wahlang (Assistant Professor, Department of Social Work-PG, St. Edmund's College) focusing on presentation and interview skills as important elements in enhancing one's professional career. In this session the key areas discussed in the aspect of presentation skills were planning, preparation, materials required, practice, presentation and factors contributing to successful presentation.



Moving on to the next session of the presentation the speaker also stressed on the importance of interview skills. The areas discussed were the concept of an interview as an interaction between two or more people to evaluate the potentials and capacities of an individual for prospective employment in an organisation, company or in any other sectors. The speaker stressed on the fact that the success of an interview depends on three important factors; self-confidence, communication skills and preparation.



The speaker also shared that the process of interview in the present day has become more complex and challenging as there is an ever-changing demand in the market, stiff competition and focus on personal traits and qualities. There are

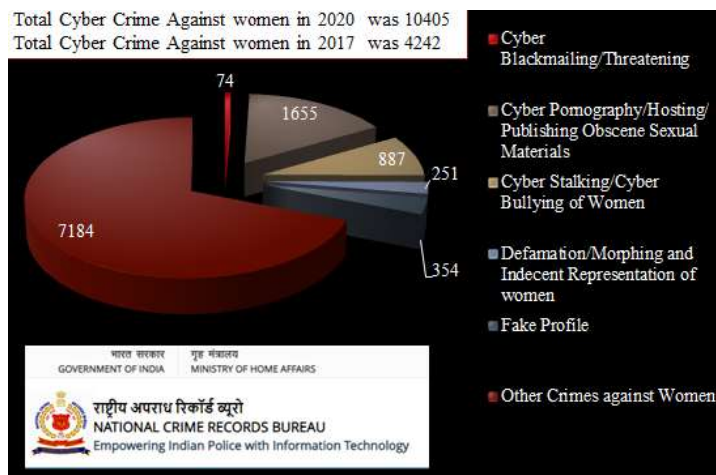
different types of interviews today that focuses on different areas or expertise depending on the

context and type of interviews such as HR interview which focuses on the personality of the candidate, technical interview which focuses on the knowledge of the subject, situational which focuses on problem solving skills and criterion interview which focuses on knowledge, ability, and capacity to fit a person. Furthermore, the speaker also shared the techniques that are required to be adopted before and during in the process of an interview. Before the interview it is imperative on the part of the candidate to conduct; self-analysis, analysis of skills, background checks of the organisation, subject knowledge. During the interview the candidate should be on time as first impression always matters, avoid negative statements. Towards the end of the presentation the speaker also shared the important Do's and Don'ts to be kept in mind that is required of the candidate that he/she should do before the interview and that he/she should not do during an interview.

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

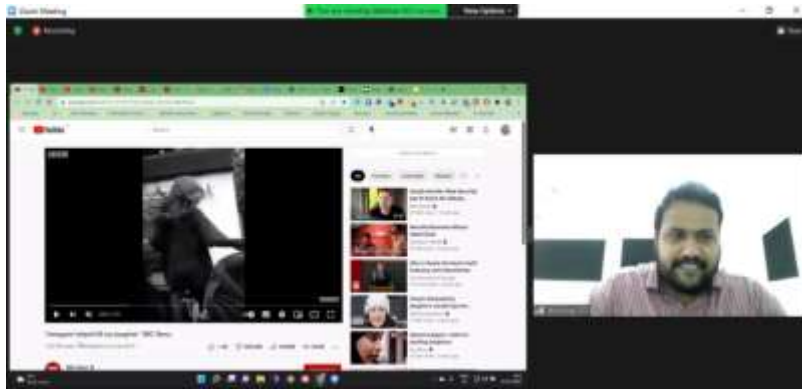
The third technical session discussed "Digital Literacy and Effective Use of Social Media" with Ms. Hazel Berret Wahlang, Fieldwork Coordinator, Department of Social Work-PG, St. Edmund's College, and Mr. Jaikishan SG, Senior Faculty, Seamedu School of Pro-Expressionism, Bangalore.

The session was divided into parts 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 was 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 on 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 learned 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 encouraged 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>.

Subsequently, 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.

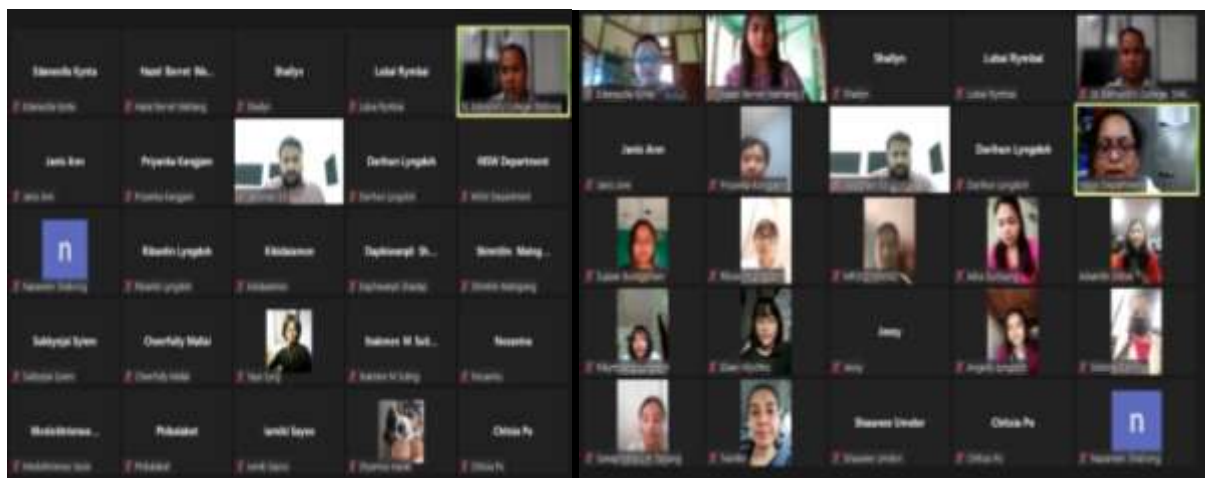
Conclusion:

The CBPD programme was very informative and interesting as it encompassed of both lectures and technical inputs that was found to be very helpful for the student participants. The contents of the programme in the different sessions covered a broad perspective that has helped the participants gain knowledge and make effective use of the inputs to enhance their skills for personal development, career and professional development, and wisely use digital media. Apart from the academic achievements, capacitating these skills to students is of core importance to meet the demands of the present day as they serve as supplement and catalyst to the academic achievement of the students for their personal and professional development, which would contribute to both individual and social growth and progress. With the emerging trend of excessive use of digital media in the present era, technological knowhow and soft skills are one of those important attributes for human resource development. Perhaps similar programmes should always be promoted in every academic session so that students do not only take away academic certificates with them but also sets of skills that would empower them in the long run.

Event Flyer:



An image from the event



Programme Schedule:

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

List of Participants:

Name	Last Name	Class	Department
Ainamlin	Dkhar	Teacher	Social Work - PG (MSW)
Angie	Kongwang	BSW	Social Work
Philumlin	Kharnaor	MSW	Social Work
Angelista	Syiemlieh	BSW	Social work department
Aijingkmenlang	Nongneng Shanpru	BSW	BSW
Meghali	Sarma	BSW	Social work
Shailin	N Marwein	Msw batch 2021	Msw
Shimtilin	Malngiang	MSW	Social worker
Evanzara L	Marhillong	MSW	Social work
Tage	Sumpi	MSW	Social Work
Rikyntilang	Lyngdoh	MSW	Master of Social Work
Twinkle	Pohtam Kai	MSW	Social Work
Jessica	Khyriem	BSW	Social work
Aibahunki	Suchiang	MSW	Social work(PG)
Eliani	Hlychho	MSW	Social work -PG
Angelis	Lyngdoh	MSW	Social work
Larisa	Nonghyndah	MSW	Social work
Kikidaiamon Khardewsaw	Khardewsaw	MSW	Social work
SUKKYNJAI	SYIEM	MSW	Master of social work
Daphiwanpli	Shadap	MSW	Social Work Department
Aijingkmenlang	Nongneng Shanpru	BSW	BSW
Ankita	Sharma	MSW	MSW
Sildora	Dohling	MSW	Social work
Shyamsa	R Marak	MSW	Social work
Diana	Kharbani	MSW	Social worker
Little stream	Lyngkhoi	MSW	Social work
Bakhamkorshisha	Nongsiej	BSW	BSW
Nazareen	Shabong	BSW	Social science and Humanities
Iumiki	Sayoo	MSW	Master of Social Work
Mynriedki	Passah	MSW	Social Work
Iadahun	Nongsiej	BSW	Social science and humanities
Cheerfully	Mallai	MSW	Social work
Kikidaiamon Khardewsaw	Khardewsaw	MSW	MSW
Phibalabet	M Blah	MSW	Social Work
Ribanlin	Lyngdoh	MSW	MSW
Ibamonlin	Kharmudai	MSW	Social work
Bakhamkorshisha	Nongsiej	BSW	BSW
Ibakmen M	Suting	MSW	Social Work
Gracefulness	Dkhar	MSW	Social work

Patience	Dkhar	MSW	Master of Social Work
Christie	Kharmyndai	MSW	Social work
Angela	Rani Marak	MSW	MSW
Nosavinu	Ltu	MSW	Social Work
Sujaan	Buragohain	BSW	Social work
Cheerfully	Mallai	MSW	Social work
Birial	Pala	MSW	Msw
Meba Ai la I	Marwein	MSW	Social Work
Sanaphisha Linda Richmond	Tariang	MSW	Masters in Social Work
Suiyidaule	Hau	MSW	Msw
MEGAN DELARISA	SYIEM	BSW	Social Work
Phibalabet	M Blah	MSW	Social work
Lubai	Rymbai	MSW	Social work
Janis Ann	Dkhar	BSW	6th Semester
Shaunee	Umdor	MSW	Social Work
Watirenla	Walling	MSW	MSW
Sujaan	Buragohain	BSW	Social work
Dakermika Sweety	Shylla	MSW	MSW
Jesinta	Aheibam	MSW	Department of Social Work
Fenielizea	Swer	BSW	6th Semester BSW
Darahun	Lyngdoh	MSW	Social Work (PG)
Charity	Nongbri	MSW	MSW
Ritahun	Rongrin	MSW	Social work (PG)
Priyanka	Kangjam	MSW	Social Work
Norinda	Kshiar	MSW	MSW
Lizana Mery	Tyngkan	MSW	Social Work
Snigdha	Nath	BSW	Bachelor of Social work
Melissa	Syngkon	BSW	Bachelor of Social Work
Emidaka	Passah	MSW	Social work department
Kanri-iaki	Khongsngi	BSW	Social work
Deimayami	Suchiang	MSW	Social work-PG
SURAJ	CHAMLAGAIN	MSW	Humanities and social sciences
Letitia larisa	Kharchandy	BSW	Bachelor of Social Work
Eliza	Langstieh	BSW	Bachelor of social work
Banriakor	Nongneng	BSW	Bachelor of social work
Prettysha	Marbaniang	BSW	Bachelor of social work
Deikynmobha	Shylla	BSW	Social work
Daplinmary	Mynsong	BSW	Bsw
Jencyfull	Marbaniang	BSW	Bsw
Aklima	Begum	MSW	Humanities and social science
ROJI	ROHMAN	MSW	Humanities and social sciences
Hanjabam Dipanita	Sharma	BSW	Bachelor of Social Work

Balita	Siangshai	BSW	Social work department
Battinylla	Kharmujai	BSW	Bsw
Derimeka	Kongwang	BSW	Bsw
Niangsawnching	Samte	BSW	BSW
Habiba Khanam	Khanam	BSW	Bsw
Candida	Lyngwa Rapthap	BSW	Bsw 4th semester
Zingmi	Rungsung	BSW	Bsw
Ashna Anuwara	Rajkhowa	BSW	Bachelor of social Work
Saralin	Sukhlain	BSW	BSW
Alethea Salandakani	Diengdoh	BSW	BSW
Emiba	Thabah	BSW	Bsw
Felicity	Nanglein	BSW	BSW
Juman	Kalita	BSW	BSW
Phibatriti	Marbaniang	BSW	Social work
Phibawanrisa	Dewkhaid	BSW	BSW
Murchana	Bordoloi	BSW	BSW
Mary wanbok	Suchiang	BSW	Bsw
Angki	Tayeng	BSW	BSW
SANWINI	RYMBAI	BSW	BSW
Evalarine	Mawrie	BSW	BWS
Wandabiang	Nongrum	BSW	Bsw
Kamjila	Chang	BSW	BSW
Aidamesha Wankhar	Wankhar	BSW	Bachelor of Social Work (BSW)
Poonam	Ray	BSW	BSW
Phidalumlang	Kharkongor	BSW	BSW
Nilu	Suting	BSW	BSW
Clarinda	Lyndem	BSW	BSW
Ibadahun	Blah	BSW	BSW
Shebareen Nongrum	Nongrum	BSW	BSW 4th Semester
Jecinta	Shabong	BSW	BSW
Ibalahun	Marpna	BSW	Social work
Abjini	Garga	BSW	Social work UG
Badakerlin	L.nongbri	BSW	BSW
Cordelia	Rajee	BSW	Social work
Astha	Barooah	BSW	BSW UG
Abigail	Nongrum	BSW	Social work UG
Phibakordor	War	BSW	BSW
Sanchita	Sarmah	BSW	BSW
Amiable Nongtnger	Nongtnger	BSW	Bsw
Anisha Daphi	Kharshiing	BSW	BSW
Nafisha	Malngiang	BSW	BSW
Darihunlang	Phawa	BSW	BSW

Jessica	Lyngdoh Nongrang	BSW	Social work
Tanvi	Farzeen	BSW	Social work - UG
Christine	Dkhar	BSW	BSW
Edanias	Nongbri	BSW	BSW
Insharai Iaphi	Wankhar	BSW	BSW
Barisha	Lyngkhoi	BSW	BSW
Melisa Kharbyngar	Kharbyngar	BSW	BSW 2nd semester
Neikesanuo	Chadi	BSW	Social Work
Wiancy Mary	Sun	BSW	BSW
Rebecca	Kharlyngdoh	BSW	BSW
Eviginia	Nongbet	BSW	BSW
Anna	Manar	BSW	BSW
Bashida	Marbaniang	BSW	BSW
Iohlynti Malai	Malai	BSW	BSW
Phibakor Suting	Suting	BSW	BSW
Tanisha	Rymbai	BSW	BSW
Kristina	Shylla	BSW	BSW 2nd semester
Jolisha	Suting	BSW	Bsw
Phaimideimaia	Dhar	BSW	BSW
Jenitiful	Marshiangbai	BSW	BSW
Gifty Grace	Nandah Syiem	BSW	BSW
Darihunlang	Nongsiang	BSW	BSW 2nd semester
Shidalin	Basaiawmoit	BSW	BSW 2nd semester
Sharailin pyngrope	Pyngrope	BSW	BSW
Camilla	Nongrum	BSW	Social Work (UG)
Jessica	Malngiang	BSW	BWS
Elza Tiffany	Lamare	BSW	BSW
Streamlet	Wahlang	BSW	BSW
Aitisha	Nongrum	BSW	BSW
Luckycia Evenica	Kharlong	BSW	BSW
Riva	Khonglah	BSW	Bsw
Phibaaipura	Behphat	BSW	BSW
Giianna	Nongrum	BSW	BSW
Olivia Grace	Kharkrang	BSW	BSW
Iaikyntiew	Kurbah	BSW	Bachelor of social work department
Aiombaiar	Nengnong	BSW	BSW
Chongdeinieng	Changsan	MSW	Social work (PG)
Delira	Sympli	BSW	BSW
Lasandakiru Lyngdoh	Lyngdoh	BSW	Bsw
Thirda	Lynshing	BSW	Social work
Thiuchunliu	Khangchian	BSW	BSW department
Balarilang	Ryngkhlem	BSW	BSW

