



Unveiling Excellence

Registration
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Centre for Skill Development

Special Session on "Soft Skills for Career"

Session Timings:
August, 2018 (Odd Semester)
January, 2019 (Even Semester)
Every Saturday 3.00 pm to 5.00 pm

Resource Persons

- ▶ Thomas John Rose
- ▶ Sailen Baishya
- ▶ N.I. Laskar
- ▶ Anurag Rudra
- ▶ Prakritesh Bhattacharyya
- ▶ Deepankar Bhattacharjya

Venue

- ▶ Central Auditorium
- ▶ Prof. NK Chaudhury Auditorium
- ▶ Conference Hall, Block-A
- ▶ NIIT Hall, Block-D (1st Floor)
- ▶ Multipurpose Hall, Block-G (2nd Floor)
- ▶ Seminar Hall, Block-I (1st Floor)



Last Date of Registration : 20th August, 2018

Date of Commencement of Classes : 1st Week of September, 2018 (Odd Semester)

1st Week of February, 2019 (Even Semester)

Objective: To introduce the students with the concept of soft skills and to make them understand its importance in today's competitive world.

About the program:

The learning of soft skills has become an important and integral part for the students for overall development. Keeping in mind this objective center for skill development, USTM organised training session for the students of different department. USTM have incorporated Soft Skills sessions in the regular timetable so that by the time students are in their final semester they get equipped with the necessary soft skills and be confident to go ahead with the Interview process.

Realizing the fact that these day the employers are looking for a combination of Hard skills or Job-Specific skills and Soft skills including Life skills in their employees so that they can deliver services as per requirements of the organization. the Centre for Skill Development has also added a number of topics to help students develop Soft skills to sustain their employment for career growth.

Topics

- » Develop effective communication skills
- » Develop effective presentation skills
- » Importance of Team Management
- » Body Language for effectiveness
- » Power of Decision making
- » Become self-confident individuals by mastering inter-personal skills & Leadership Skills
- » Motivation-Thinking Positive with Self esteem & confidence
- » Time Management is costlier than money
- » Goal setting and planning skills
- » Leadership matters everywhere
- » Social Responsibility
- » Analytical Reasoning

Attention!

Interested Student are hereby informed to submit registration forms available with respective Block Officer on or before **20th August, 2018**. Attendance for **4-5 sessions / Semester (2 hours per session)** in mandatory for all the students.

For further queries contact:
Coordinator, Centre for Skill Development
Ph. 6900031130

N.B.: contact Head of the respective Department for timetable & venue.

Campus
Techno City, Khanapara, Kling Road, Baridua, 9th Mile, Ri-Bhoi,
Meghalaya-793101

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E-mail : ustm2011@gmail.com, Web : www.ustm.ac.in

Join



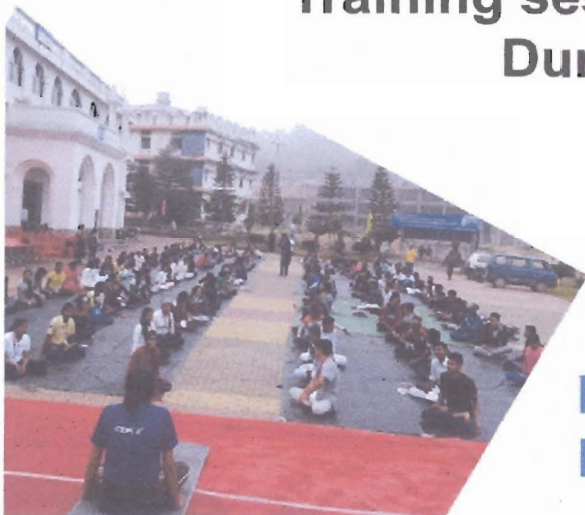
YOGA CLUB

UNIVERSITY FITNESS CENTRE



Organizes
Training session on Yoga & Fitness
Duration : 20 hours

Registration Open



TIME SLOT

Morning : 5 to 6 am (For Hostel)

Evening : 3 to 4 pm (For Day Scholar)

Date of Commencement
3rd Week of January, 2019

Venue

Amenity Centre (For Residential)
Yoga Club (For Day Scholar Girls)
Sports Complex (For Day scholar Boys)

All Student are hereby informed to Register their name either to the Yoga Club or respective Block Officer. Attendance for 10 hours session is mandatory for all the students

Attention!



Contact : Helpline No. 8638782775 / 03612895030

Yoga Club, UFC, 1st Floor, Block- J

No Skill No Career

10 Days Workshop on Professional Communication Skill

Organised by

**Centre for Skill
Development**

In association with

Department of English

Sample Copy



**Preference will be given
to the students of
Business Sciences,
Social Sciences & Education**



Why Workshop...?

This workshop will help participants build confidence, establish better working relationships and become more influential in the business environment. Through a variety of highly interactive exercises and role-plays, participants will increase their self confidence and vocal ability. In addition, they will also develop a greater understanding of the skills and approaches necessary for achieving successful working relationships.

Workshop Objectives

- ▶ Learn to speak with greater confidence
- ▶ Discover how to analyse and utilise body language
- ▶ Develop effective listening techniques to build rapport
- ▶ Learn how to steer conversations and influence people
- ▶ Enhance your professionalism at work

Every Day Evening: 3 - 4.30 pm

Venue : G Block

- Multipurpose Hall
- Seminar Hall
- Lecture Theater

**Date of Commencement :
10th August, 2018**

Topics to be Coverd

- ▶ Effective Talking
- ▶ Effective Writing
- ▶ How to face Interview
- ▶ How to Write Resumes
- ▶ Pen is Mightier than Sword
- ▶ Presentation and Conversation
- ▶ Phonetics for Effective Communication
- ▶ How to Write Business Proposals
- ▶ Importance of Experience in Career
- ▶ Importance of Exchanging Greetings

Resource Persons

- ▶ Prof. Garima Kalita
- ▶ Mr. N.I. Laskar
- ▶ Dr. R.R. Baruah
- ▶ Dr. S. Borgohain

Register on or before 8th August for the Batch A



Hurry up...

Contact : Coordinator, Center For Skill Development, Block-I, 3rd Floor or
Ms. Pramasha Saikia, Asst. Professor, Dept. of English, Block G, Phone : 9954756254

Hurry up...

Registration Open

Workshop on

IT for Smart Learners

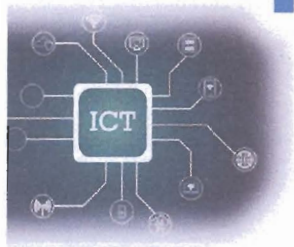
Organised by

Centre for Skill Development

In association with

Department of Computer Science

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SESSION HIGHLIGHTS

- Importance of social media
- Cyber Security and cyber crime
- Orientation on digitalization
- Access of Journals and website
- Social media & public relations
- University MIS
- Browsing the internet to Learn
- Microsoft Office versions
- Digital advancements in Office
- Work Life balance and IOT
- IT Do's and Don't's



EXPERTS

Dr. Bhairab Sarma
Dr. K. Bora
Mrs. Daisy Kalita
Dr. N. Laskar

**Last Date of Registration :
17th October, 2018**

Every Saturday Evening:
2 - 4 pm (5 Days)

**Commencement of Workshop :
3rd week of October**

**Venue :
Computer Center @ C,G&L Block**

Contact : Coordinator, Center For Skill Development, Block-I, 3rd Floor or
HoD Computer Science, Block C, Phone : 9864085944

Do you Know

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Soft Skill...? Life Skill...?

Sample Copy

*Just getting a **Degree** is not enough*

To get a Career in this competitive world, you must be knowing-

- How to speak ?
- How to write ?
- How to present ?
- How to behave ?
- How to dress ?
- How to communicate ?

- How to coordinate?
- How to treat ?
- How to react ?
- How to reply ?
- How to approach ?
- How to Act ?

So gear up now,

*this is the right time to give
extra effort and time to acquire
all these skills along with
your regular study.*

**Be Practical, Be Smart
to compete with the World**



Duration : 8 Hours,
Schedule : January 15th - February 15th, 2018
Timings : 3 pm to 5 pm every Saturday
Venue : Conference & Seminar Hall of all Blocks

Attendance Compulsory

Contact : Coordinator, Center For Skill Development
Block-I, 3rd Floor



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Centre for Career Guidance

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ORIENTATION PROGRAMME 2018

A week long **"All in One"** Orientation Programme for newly admitted students to create awareness & guide them about various issues like counseling, career opportunities, competitive examinations, Code of Conduct, Ethics, Health & Hygiene & usage of various facilities. Many eminent speakers & competent authorities address various sessions.

PROGRAMME SCHEDULE

Day	Activity	Venue	Organised by	Morning Session 10 am to 12 noon	Evening Session 2 pm to 4 pm
Day 1	Inauguration	Central Auditorium	CCG	Code of Conduct / Motivation	Interaction with Parent
Day 2	Awareness	Block wise Seminar Hall	Every Department	Time Table & Examination Policy	IT Practice
Day 3	Counseling	Central Auditorium	CCG	Career Opportunities	Competitive Examination
Day 4	Orientation	Block wise Seminar Hall	Every Department	Employment & Importance of Skills	Dress Code & ethics
Day 5	Session	Block wise Seminar Hall	Every Department	Soft Skills	Life Skills
Day 6	Cultural Diversity & brotherhood	Block wise Seminar Hall	Every Department	Subject Experts Speech	Health & Hygiene, Yoga, Fitness & Sports
Day 7	Concluding Ceremony	Central Auditorium	CCG	address by High Officials & Dignitaries	Cultural Programme

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LUNCH BREAK 12 to 2 pm

Date of Commencement : 6th to 12th August, 2018

All HoD & OP Coordinator will be responsible to look after the smooth functioning of the event & Maintaining the attendance record of the students properly.

Every department will prepare the details activities schedule for the convenience of the students.



Contact for Details : Office of the Director, CCG or HoD of All Departments
Block-I, 2nd Floor