

Soft skills

04/03/2021

POTENTIAL REALIZATION

Mr.Soloman

This programme is a unique in nature which makes the students to understand their inner potential for personal and organizational growth. 44 students of HROD participated and learned about how to realize their potential strengths.

SOLOMON.S

Mobile: +91 9710381986~E-Mail: slmnvcc@gmail.com

Assignments in Training & Development/ Operations Management/ Customer Service with an organisation of repute

Experience Snapshot

Keynote speaker and a Behavioural trainer with **around 11 years** of experience in Training and development industry. Resourceful at maintaining business relationship with clients and customers to achieve quality program and service norms by resolving service related issues. Creating & sustaining a dynamic environment that motivates high performance amongst team members. Thorough knowledge and working experience in various area of Training management like collecting references, TTP's, getting leads, analysis of prospects, follow-ups, meeting top frontline management executives at all leaves convincing customers, negotiation and sales conversion. Independently capable of running a profit head centre. Thorough knowledge and working experience in various areas can inclusive of self correspondence, secretarial tasks, developing a content, preparation of meeting minutes, travel arrangements and preparation of quotations and modules.

Key Result Areas

Service Enhancement / Operations

- Ensuring that the service levels relevant to client service are adhered to.
- Suggesting enhancements that will improve process efficiency at the client and the bank side.
- Ensuring that all service requests (received by phone, e-mail or via other channels) are handled and solved within the turnaround times agreed with the client.
- Monitoring and tracking the solution path of their own service requests and acts proactively towards the client if the predicted time for resolution cannot be met.
- Spearheading training, learning and development process for the employees and students
- Determining training needs and conducting programs to enhance efficiency in operations towards accomplishment of corporate objectives.
- Evaluating the effectiveness of training programs by developing pre/ post assessment programs.
- Conducting performance reviews of members and providing feedback on areas of improvements.

Experience

**Certified Trainer from People pro International trainers and consultant pvt ltd Bangalore 2012
(IAO-International Accreditation Organization)**

- Present Assignment Freelance Trainer – English and Soft Skills L & D – since APRIL 2013
- Companies and organisations which I have been doing training programs L&T, Hyundai, CTS, flipkart, TSAL, TCS, HCL, Seashore, Apollo Hospital -
- Working as Placements & soft skills trainer at **SRM University** and **EEC engineering college** since June 2012.
- Associated with **STRIDES consulting inc.** since Dec 2014 (Chennai)
- Professional **BEC** (Business English Certification) from Cambridge University London. since 2013
- Associated with **ETHNUS PVT LTD** since Feb 2014 (Bangalore)
- Associated with **SEVEN HILLS** since January 2014 (Chennai)
- Associated with **S GLOBAL solutions** Government projects in Tamilnadu rural development-2014 (Pune)
- Associated with **EDIFY** training & development concern. For business presentation And development since- March 2013 (Ooty).
- Worked with **CIRCLE training consultant Pvt ltd** as a "KOOL KAMP" trainer May '13 (Chennai)
- Worked as a **LIFE SKILLS** Trainer From April 2012 to April 2013 at **PEOPLE PRO INTL** Trainers & Consultant Pvt Ltd. Bangalore
- Behavioural Trainer and a keynote Motivational speaker at **TRY ministries**
- Executive at **CRISS BIZ SOLUTIONS** U.S campaign (part-time) Feb. 2008. (Egmore, Chennai)

Academic Credentials

BE.EEE (Electrical and electronic engineering) With 8.2 CGPA '2010
at **SRIRAM ENGINEERING COLLEGE** (Perumalpattu, Thiruvallur dist.)

Achievements

- Organized and participated "Pro Expo 2008" Exhibition at college and received an appreciation letter from **Dr. A.P.J Abdul kalam** sir.
- Organized a **big rally for dengue awareness** 2012, around 1500 students have Participated at Chennai with People pro trainers & const pvt ltd.
- Road safety programs** and **Social awareness** street plays.

- AWBI(Animal welfare board of India) volunteer rescued hundreds of dogs and cats with
- THE POUND, BMAD, Animal welfare organization and BlueCross Chennai

TRAINING PROCEDURES:

Creating different Training Modules according to the needs viz:

1] Training needs identifications

2] Staff quality training

Topics covered: Training needs and enhancement, introduction about company and developments, importance and need of attendance, time management, students development, placements grooming, discipline, behaviour at various levels, product knowledge, applications to customer and job skills to work effectively.

3] Team support at work place in general healthy tip to work stress free and live happily physically and mentally throughout.

4] Students and employees feedback evaluation rating.

5] Manager's evaluation rating.

6] Training final reports post training managers evaluation rating every half yearly and recall session and counselling for improvement.

Personal Dossier

Name : S. Solomon

Father's Name : V.S. Stanley

Date of Birth : 11-06-1989

Nationality : Indian

Languages Known : Tamil, English

Hobbies/Extra curriculum

activities : Vlogger, Counsellor, Animal

Welfare board of India's volunteer,

Professional Drummer, Guitarist,

Environmental Enthusiast, Badminton player,

Recreational cricketer.

DATE:

Yours Truly

PLACE:

(SOLOMON)

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Day 3 - Excel - 2 (Vijayalakshmi) 3-3-2021

To start off the session, we did re-run with previous excel to understand what we have covered and what covers on second session accordingly. The topics that we covered for Excel 2:

- Goal seek
- What if Analysis
- Create custom list
- Create custom format (Date)
- Vlookup
- If condition
- Charts (pie, Bar, Lollipop, Line)
- Macros (VBA)

Day 4 - Potential Realization (Soloman Victor Stanley) 4-3-2021

The session was in continuation to Day 2, we started off with Max Lucado's - Today I will make a difference. Then we moved on to the rest of the etiquette that was pending. We touched up written communication in Business. Then we moved on to Self esteem, understanding the different behaviours of low and high self esteem. The challenges to excellence and to end the session with Johari Window. We had many activities and role play that revolved around the topics that were discussed. It was very interactive and the activities reflected the topic we learned.

MADRAS SCHOOL OF SOCIAL WORK (AUTONOMOUS) 32, Casa Major Road, Egmore, Chennai-600008

M.A HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

2020 Batch

SOFT SKILLS

Sl. No	Register No	Student Name	Signature
			FN AN
1	2015782021001	ABITHA P	/
2	2015782021002	ADITHIYAN V	/
3	2015782021003	AISHWARYA SEKAR	/
4	2015782021004	AJAY A E	/
5	2015782021005	AMRUTHA KRISHNA	/
6	2015782021006	ANIES REBECA D	/
7	2015782021008	BHARAT KUMAR P	/
8	2015782021009	CHARUPRADHA S	/
9	2015782021010	EZRELA JANITA AZARIAH	/
10	2015782021011	JAISHRIYA S	/
11	2015782021012	JAYA ANJANA B S	/
12	2015782021013	MOHAMMED KATHEEM K	/
13	2015782021014	KAAMYASHREE SUDHAKAR	/
14	2015782021015	KIRTHANA P J	/
15	2015782021016	KOMATHI M	/
16	2015782021017	LATHIKA KAPOOR	/
17	2015782021018	LYDIA MARGRET C D	/
18	2015782021019	MATHURUBINI M MANOHARAN	/
19	2015782021020	MYDHILI S THALACHIRA	/
20	2015782021021	NATALINE MARIETTA A	/
21	2015782021022	OMAR ABDULLAH N	/
22	2015782021023	PADMAPRIYA. R	/
23	2015782021024	PADMAVATHI S	/
24	2015782021025	POOJA M	A
25	2015782021026	PRADEEP D	/
26	2015782021027	RAKESH B BALASUBRAMANIAN	/
27	2015782021028	RISHI BALAJI	/
28	2015782021029	ROSHANI MATILDA S	/
29	2015782021030	SANJANA G	/
30	2015782021031	SATHEESH KUMAR S	/
31	2015782021032	SHAKTHIMA C	/
32	2015782021033	SHRUTHI R	/
33	2015782021034	SHRUTHI V	/
34	2015782021035	SUCHITRA A S	/
35	2015782021036	SUSHMA K	/
36	2015782021037	SWETHA	/

37	2015782021038	VANITHA R	FN	AN
38	2015782021039	VARSHINI SIVARAMAKRISHNAN	/	/
39	2015782021040	VIGNESH B BALASUBRAMANIAN	/	/
40	2015782021041	YOHAVI P	/	/
41	2015782021042	JHANSI B	/	/
42	2015782021043	PARVATHI S R	/	/
43	2015782021044	KIRUTHIKA K	/	/
44	2015782021045	SURYA G	/	/



J. Srinanjan
(Asst. Prof & Head)

Ruby Wesley
(Soft Skills Co-ordinator)

Madras School of Social Work

Soft Skills

Students Feed Back Form

Name : JAYA ANJANA B.S Department: MAHROD Batch : 2020 - 21

Feedback (5 – Excellent , 4 – Very good , 3- Good , 2- Fair , 1- Poor)

1. Trainers Extensive Knowledge on the Topic: 5
2. Class Control and Effectiveness in delivering the content: 5
3. Involvement and Interaction with all students: 5
4. Preparedness of Trainer and Content structure: 4
5. Extent of exposure on the topic and content structure: 4