

Capacity Building and Personality Development programme on 9th March,2022

On the occasion of International Women's Day 2022 Chandraprabha Saikiani Centre for Women Studies organized a capacity building and personality development programme on 9th March,2022 which is sponsored by National Commission for women, New Delhi. 92 participants attended the programme.

Dr.Mousumi Mahanta, Assistant Professor, Chandraprabha Saikiani Centre for Women Studies, Tezpur University addressed the participant and the resource persons of the workshop. She further reflected on the objectives and mandate of the workshop among the participant. Dr. Mahanta also deliberated on the importance of the capacity building and personality development programme. By introducing Dr. Vatsal Shoukla, SNTD University she opened the session for interactive discussion and deliberation.

In the first session Dr. Vatsal Shoukla extensively discussed first module of capacity building and personality development initiated by National Commission for Women, New Delhi. She training mainly focused on two major components of capacity building and personality development which are listening and brainstorming. In her lecture she discussed these two components in details. She highlighted that the module developed by NCW is in holistic approach to deal with issues of personal as well as professional life. Followed by the speaker:

The broader live skills discussed on the session were divided into three aspects:

1. Listening and Brainstorming
2. Time management and stress management
3. Internal and group communication.

Listening is important in every aspects especially in the case of research. It should start with the 'desire to listen' to get different perceptions. One should know how to cultivate knowledge base by listening. One should know how to engage to listening. There are five ways of listening:

1. Receiving
2. Understanding
3. Evaluating
4. Responding and

5. Remembering.

Techniques for listening are:

1. Pay attention : verbal or non-verbal
2. Raise questions

To improve listening ability, one should summarize what the speaker says.

Brainstorming is gaining ideas which helps one to refine the research at initial stages. It allows new ideas to come in.

Brainstorming can be at individual level as well as collective level. The core of brainstorming is, at the initial stage you are not supposed to criticize. One should allow others to bring in different ideas in order to have comprehensive set of ideas. Taking an instance of Women at workplace. What are the challenges faced and what are the mechanisms to tackle the problems? Organising into an orderly basis economically, socially, psychologically, educationally and linguistic category.

Brainstorming also plays as a gateway of generating ideas which help in organising and achieving the objectives. It stimulates the creation of different ideas.

Time management and stress management:

Both are equally important at individual and collective work. There are many models which can be carried out. It depends on the individuals which pattern and model one follows. This sub-topics focussed more on work management rather than time management. How you manage your long and short term work and time. To be effective in carrying out the task one should

1. Prioritize the work
2. Divide the work
3. Set the deadline of the work
4. Make step by step plan.

Making step by step plans will help to reduce stress level. Forcing oneself too much could lead to increase in stress level.

To reduce stress level; one should cultivate the nature of loving our work. More efforts to learn and to improve ourselves create more interest. Availability of materials to learn from digital means should be utilised to improve oneself.

Stress has different type which needs to be tackle base on individual level. Sharing with reliable persons about your problems thus helped. How you share and whom you share plays a crucial role to avoid stress. The process to take care of the situations should be understood and mitigated strategically.

Love your work or cultivate your love for your work, it reduces your stress level.

Internal and group Communication: It is important to know formal and informal communication when and how to apply, in order to maintain the decorum of any session.

Communication is very important which has different ways of understanding. It could be one way, two ways or multiple ways. With different medians of communications such as social media, digital media, blog etc.

Group communication creates problem solving nature. It shows how

1. One lead the discussion
2. Quality of participation
3. Problem solving ability
4. Non-verbal behaviour
5. Team spirit
6. Interpersonal and professional communication
7. Group objectives and analytical skills.

The above projects, how one enter into discussions. It is also important for one to be confident and be a good listener. Bring in relevance and innovative ideas. Also raise pertinent questions to have a dialogue and discussion.

What are the things which needs to be avoided under this sub-topics are

1. Do not impose your view on others.
2. Don't be silent for too long.
3. When there is conflicting views, do not take it personally.
4. Do not deviate the core topic.

The points which are crucial:

1. Respect the democratic transparency.
2. Listen to other views.
3. Don't overpower other always.
4. Maintain the decorum of the discussion.

In the second session, Dr. Pijush Das, Deputy Director of Training and Placement Cell Tezpur University was invited to deliberate on career skill. Dr. Das made participants understand that getting a job in the current days is how difficult. He said that along with degree and diploma, extra skills, certification are also important for career growth. By saying these, he cited examples of engineering students taking social science courses through online platforms like Udemy, NPTEL, MOOCs, SWAYAM courses etc. He added that confidence, positive personality traits, attitude improve in a gradual process, so students should practice these from early career or during college time. He also suggested students to take part in any events like elocution, debate or other extra-curricular activities in the college and university to improve good attitude and confidence. Dr. Das elaborately explained about different skills related to career opportunities. He advised students to have an open and positive mind-set about the career.

The third session started with a warm welcome of resource person Dr. Ankumon Sarmah, Assistant Professor, Computer Science Centre, Dibrugarh University by Dr. Mousumi Mahanta. Dr. Ankumon Sarmah elaborated in detail about the third module "Digital Literacy & effective use of Social Media". In his session, he demonstrated the application of digital literacy in career prospects. He trained participants to handle Google accounts and elaborately explained about uses of it in career prospects. He stressed on the use of social media in student life and precautions related to social media accounts. He gave hands-on training on various precaution measures of handling those social media accounts.

Participants of the programme actively participated in all the sessions and raised various queries related to career and personality development.