

CAPACITY BUILDING & PERSONALITY DEVELOPMENT PROGRAM (PDP)

Chandraprabha Saikiani Centre for Women's Studies, Tezpur University organized a one day capacity building and personality development programme (PDP) online in zoom platform in collaboration with National Commission for Women, New Delhi on 28-01-2022, time : 10 AM onwards. 130 numbers of participants attended the training programme. Students from various colleges and universities attended the programme like Tezpur University, Dakshin Kamrup College, Mirza, Tezpur college, Cotton University, Lokanayak Omeo Kumar Das College, North lakhimpur college (autonomous), Barpeta law college, Basic Training Centre, Howly, Chaiduar College, Assam University, Dibrugarh University, Sardar Patel College of Engineering Andheri West Mumbai, Debabrat Bhuyan College, Guwahati University, Sardar Patel College of Engineering, Jagannath Barooah College, DCB Girls' College, Jorhat.

Programme schedule

Time	Resource Person	Topic of the session
10:00 am to 11:30 am	Prof. Chandana Goswami, Department of Business Administration, Tezpur University.	Personal Capacity Building
11:30 am to 01:00 pm	Mr. Abhijit Baishya, Professional Assistant, Centre for Women Studies, Tezpur University.	Digital Literacy & Effective use of Social Media
2:00 pm to 03:30 pm	Dr. Pijush Chandra Das, Deputy Director, Training and Placement Cell, Tezpur University.	Professional Career Skills

Prof. Chandana Goswami first of all asked all the participants to introduce themselves and later she introduced herself presenting her biodata. Prof. Goswami gave a PPT presentation on Personal Capacity Building. Prof. Goswami explained the following three important steps for personal development. She elaborated following steps of personal capacity building-

1. Listening and Brainstorming: Listening, steps in listening, key techniques for becoming an effective listener, factors that influence listening, why is active listening important in the workplace, brainstorming rules for productive session, importance of brainstorming for career development.

2. Time Management and Stress Management: Time management, strategies for effective time management, importance of time management, sources of stress, psychological effects of stress, physiological effects, stress management at workplace.

3. Internal Communication and Group Discussion: Importance of Internal Communication in Organization, Process and direction of Communication, Formal and Informal communication, Forms of Internal Communication, Group Discussion, Dos and Don'ts of Group Discussion.

After the lecture Prof. Goswami interacted with the participants and asked questions based on her lecture. Many participants actively interacted throughout the session.

In the second session Mr. Abhijit Baishya, deliberated on Digital Literacy & Effective use of Social Media. Mr. Baishya explained the significance of digital literacy. He spoke on Generating email ID, Banking services and use of Social Media. He spoke on following points-

1. Generating email ID (on google): Simple user id, easy to remember; creating strong passwords using alpha-numeric and special characters combinations, using email id on mobile devices. identification of spam email, security settings.

2. Banking Services and Payment Gateways: How to use debit card, credit card, Paytm, google pay, Bhim pay app etc. an example of purchasing an economic item. Relevance of OTP, dos and don'ts for online payment.

3. Use of Social Media: Protection of own account (social media), identification of stalker and cyber-crimes, cyber security: cyber-crimes against women; legal remedies against stalker, dark web, how to keep safe from dark web and porn content.

In the third session Dr. Pijush Chandra Das, Deputy Director, Training and Placement Cell, Tezpur University gave PPT presentation on Professional- Career Skills. Dr. Das gave a vigorous explanation on how to build career skills. Dr. Das presented on:

1. Identifying Career Opportunities: What is career, career opportunity, steps for identifying a career opportunity.
2. Resume Skills: Resume, purpose of resume, difference between resume and curriculum vitae, essentials of a good resume, dos, and don'ts of writing a resume.
3. Interview and Presentation Skills: Interview, job interview, types of job interview, preparation for the job interview, appearing for the job interview, meaning of presentation, importance and type of presentation, tips for making a presentation, delivering a presentation.

Target: Students.

Aid: PPT presentation, Modules of the program

Impact: The capacity building and Personality development programme helped the students to understand the importance to develop their personality and the steps for personal capacity building. The students learned how to use social media effectively and gained knowledge on Digital Literacy. Students gained knowledge on Professional Career Skills.