NAIPUNNYA
SCHOOL OF MANAGEMENT

(A Project of the Archdiocese Ernakulam-Angamaly)
An ISO certified institution | Affiliated to University of Kerala

TO REACH THE UNREACHED

ISO 9001:2015
CERTIFICATE No. 15765-Q15-001

Annual Report 2022-23

CAPACITY DEVELOPMENT AND SKILL ENHANCEMENT PROGRAMS

The Capacity Development and Skill Enhancement Program typically aims to empower individuals or groups by improving their abilities, knowledge and competencies in specific areas. These programs are designed to enhance skills, foster personal and professional growth, and contribute to overall development. Overall Capacity Development and Skill enhancement programs play a crucial role in building individual and collective capabilities, fostering growth and driving positive change at various levels, from individual empowerment to broader societal development. The Practiced Capacity Development and Skill Enhancement areas in our Institution are Soft Skill, Life Skill, Communication Skill and ICT Skills.

Soft skills are the interpersonal attributes and personality traits that enable individuals to effectively interact with others and navigate various social and professional situations. These skills encompass communication, emotional intelligence, teamwork, adaptability, problem-solving, and leadership, among others. Soft skills are invaluable in today's dynamic and collaborative work environments, as they facilitate effective collaboration, build strong relationships, and enhance overall productivity.

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Developing and honing soft skills can significantly boost one's career prospects, as they are often just as important, if not more so, than technical expertise in many roles.

Life skills are the essential abilities that empower individuals to navigate the complexities of daily existence with resilience and efficacy. These encompass a broad spectrum of competencies, including effective communication to foster meaningful relationships, critical thinking to solve problems and make informed decisions, emotional intelligence to navigate diverse social dynamics with empathy and self-awareness, adaptability to thrive amidst change, time management to prioritize tasks and achieve goals, and financial literacy to manage resources wisely. Cultivating these skills equips individuals with the tools necessary to lead fulfilling lives, achieve personal and professional success, and contribute positively to society.

Communication skills are the cornerstone of effective interaction, encompassing the ability to articulate ideas clearly, listen actively, and empathize with others' perspectives. Mastery in communication involves honing both verbal and non-verbal cues, fostering rapport, and adapting communication styles to diverse audiences. It's about conveying information concisely yet comprehensively, while also being receptive to feedback and fostering an environment of open dialogue. Effective communication not only facilitates understanding but also cultivates trust, fosters collaboration, and drives positive outcomes in personal and professional relationships alike.

Information and Communication Technology (ICT) skills encompass a broad range of abilities essential for effectively utilizing digital technologies to access, manage, evaluate, and communicate information. These skills include proficiency in using various software applications such as word processing, spreadsheet, presentation, and database software, as well as familiarity with operating systems, internet browsers, and communication tools.

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Additionally, ICT skills encompass understanding basic programming concepts, cybersecurity principles, data analysis techniques, and digital literacy, enabling individuals to navigate the digital landscape confidently, adapt to emerging technologies, solve problems efficiently, and leverage digital tools to enhance productivity and communication in personal, educational, and professional settings.

List of Capacity Development and Skill Enhancement Programs.

Sl.No	Name of the capacity development and skills enhancement program	Date of Program
1	Faculty Development Programme	27-03-2023
2	Skill Development Training Programme	14-03-2023
3	Creative Towel Art	24-01-2023
4	Python Data science	23-01-2023
5	Master Debater	17-01-2023
6	Seminar on Trending Technologies in Python	11-01-2023
7	Cake Workshop - Decorate & Devour	15-12-2022
8	Wine Tasting Training	30-11-2022
9	Fruit Mixing Ceremony	09-11-2022
10	Kerala Payasam Preparation & Presesntation	01-11-2022
11	Literario Season 1	29-10-2022
12	Classical Plate Presentation	20-10-2022
13	iCREATE- Traditional Kerala Lime Pickle	15-10-2022
14	Bakery & Confectionary Training	30-09-2022
15	Soft Skill Training	24-09-2022
16	Life Skill Training Programme	16-09-2022
17	Bakery Products -Grow with Us by Creative Arts@13	11-08-2022
18	Flair Bartending	08-08-2022
19	Data Analysis using SPSS	30-06-2022
20	Reading Addiction	23-06-2022
21	Yoga Day	21-06-2022

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