

Bharathidasan University
Centre for Differently Abled Persons
Khajamalai Campus
Tiruchirappalli-620 023
Tamilnadu



POST GRADUATE DIPLOMA IN INCLUSIVE TRAINING AND DEVELOPMENT

Course: Soft skills
Unit-4

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Soft skill Development



Types of Writing

- Narrative
- Descriptive
- Expository
- Persuasive
- Creative



Narrative (Personal information in the form of a story Ex: Short story, Novel)

Descriptive (Uses colorful images to describe a person, place or event so that the topic can be clearly “seen” in the reader’s mind. Ex: Poster)

Expository (Provides information that explains, clarifies or defines ex: essay, research paper)

Persuasive (Gives an opinion using facts that attempts to convince a reader to agree with a writer’s belief. Ex: Movie review).

Creative (Entertains the reader Ex: Short story, Novel, Poem, and Play)

Time Management

- Time management (TM) is the act or practice of managing and supervising time. (Planning amount of time you spend on activities)
- It is very important to all people especially during work or study.
- A proper time management strategies depends on how do you use your time, what methods do you want to apply and how long does it take.

Time Management skills



Why do we need time management?

- To save time
- To reduce stress
- To function effectively
- To increase our work output
- To have more control on our lives.

Steps to effective time management

1. Long term vision.
2. Prioritization.
3. Scheduling.
4. Delegation.
5. Improve concentration.
6. Being well organized.
7. Avoid Procrastination
8. Reduce Interruptions.
9. Efficient Meetings.
10. Effective communication.
11. Avoid perfectionism
12. Be assertive.



Time management tips:

- Reduce distractions.
- Be focused at the task at hand
- Use a calendar
- Use a checklist
- Get organised
- Schedule rewards
- Get a good night's sleep



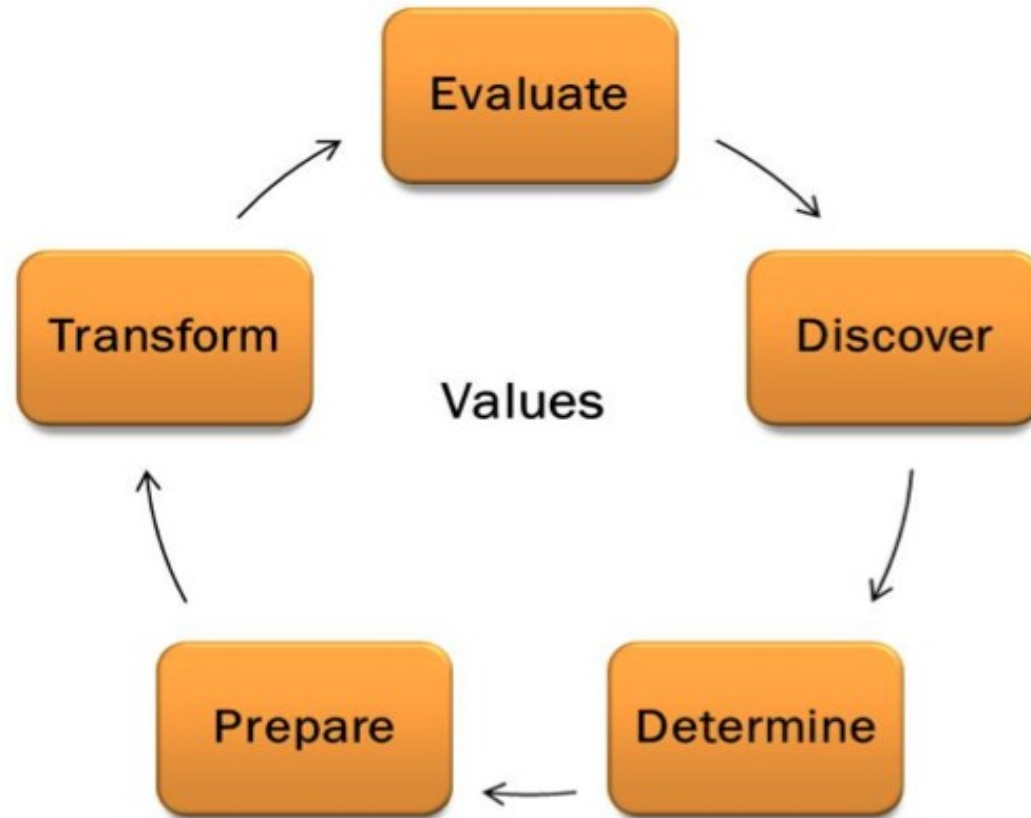
Career Management

Definition:

Career management is the lifelong process of investing resources to achieve your career goals.

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Career Management Process





Career Development Process



Success Through HR Professionals

Organisation provides

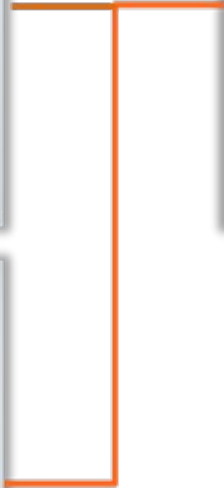
- Work environment
- Learning opportunities
- Industry trends information
- Support systems

All Staff take responsibility

- Self-direction
- Motivation
- Self-assessment
- Career decisions
- Research & follow-up actions

Manager/Team Leader or Internal Mentor provides

- Coaching
- On job development
- Reality checking
- Feedback
- Resources







*Thank
You*