


<p style="text-align: center;">SANDIP FOUNDATION'S Sandip Institute of Pharmaceutical Sciences, Mahiravani, Trimbak Road, Tal & Dist. Nashik-422213, Maharashtra State Web: www.sandipfoundation.org E-mail: sandipfoundation@gmail.com</p>	
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Soft Skill Training Program for Non-Teaching Staff

Date: 20th August 2020

Time: 11.00am to 02.00pm

The workshop was inaugurated by the Principal of SIPS, in the presence of HOD, SIPS. In his inaugural speech, Dr Anil Jadhav urged the participants to make use of the workshop to the maximum extent possible in order to enhance their communication skills – both oral and written.

During session of the workshop, the presentation was on Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar, Business Email Writing, which gave necessary tips and guidelines on drafting formal emails, was followed by the participants' drafting emails in groups on their own on some given topics.

Staff was made to read out the drafts and necessary corrections and clarifications were suggested by the resource person.

In the last, the resource person gave some useful information and tips on drafting business/official letters and the participants were asked to work in groups and write out formal letters making use of the tips and following the guide lines given. In the valedictory program held at the end, a few participants gave their feedback explaining how the program helped them improve their communication skills and made them more confident of using English in a better way.

The program ended with a vote of thanks.

Event Co-ordinator

Principal