

## Who may participate:

This workshop is for college and University students.

Every institution is requested to send five students. Certificates will be provided to all the participants.

Registration Fee: Rs. 300 per student.

### Account Details:

A/C No. 37562611892

IFSC: SBIN0002060

Branch: SBI, Guwahati University

Name of the Account: Deptt. of Law, Gauhati University

Registration Time: 9.30a.m. to 10.30 a.m.

Regards

Dr. Aparajita Baruah  
Head, Department of Law  
Gauhati University &  
Chairperson of  
the Workshop

Dr. Karavi Barman  
Asstt. Professor  
Department of Law  
& Co-Ordinator

For Contact: 9706229495

for registration please click the link below



<https://forms.gle/jezvNzS23DLJL9hM8>

## One-Day Workshop on

# ***‘Importance of Soft Skills in Achieving Success in the Legal Domain’***



***Organised by  
Department of Law,  
Gauhati University***

*Date: 3rd September, 2024,*

*Time: 10.30 a.m.*

*Venue: Conference Hall, Department of  
Law, Gauhati University*

## ABOUT THE WORKSHOP

We are pleased to announce a One-Day Workshop on *‘Importance of Soft Skills in achieving success in the legal domain’* organized by the Post Graduate Department of Law, Gauhati University, Guwahati on 3rd September, 2024. Soft skills ensure better employability and are considered to be one of the most essential 21st century skills today.

Only hard skills or technical skills are not enough for a successful professional career. Soft skills or people skills are equally important for growth and success in one’s job or profession. The gap between the academia and industry can be bridged with the right skill-set that includes both hard as well as soft skills. In order to excel in one’s respective profession, one should possess certain essential personality traits and behaviours, certain personal charms and graces, along with the required job-oriented skills. This Workshop will provide the right exposure to the students in enhancing their key soft skills for future success in all important fields.

## OBJECTIVES OF THE WORKSHOP

- To enable the participants to enhance their ability to convey ideas clearly, listen actively, and engage effectively in conversations, both verbally and non-verbally.
- To facilitate the students to gain better understanding of their own emotions and those around, leading to improved self-awareness, empathy as well as emotional intelligence.
- To help the learners in cultivating leadership qualities, such as, decision-making, conflict-resolution, problem-solving, motivation and delegation.

## FORMAT OF THE WORKSHOP

1. INTRODUCTION TO SOFT SKILLS AS KEY 21ST CENTURY SKILLS
2. SOFT SKILLS VS HARD SKILLS
3. IMPORTANT SOFT SKILLS
4. BEHAVIOURAL SKILLS, PEOPLE SKILLS & LIFE SKILLS
5. EFFECTIVE COMMUNICATION SKILLS – SPOKEN AND WRITTEN
6. NON-VERBAL COMMUNICATION – KINESICS, OCULESICS, PROXEMICS, CHRONEMICS, OLFACTIC, VOCALICS, HAPTICS & ARTIFACTS
7. LISTENING SKILLS
8. PUBLIC SPEAKING SKILLS/ PRESENTATION SKILLS
9. ETIQUETTE AND MANNERISMS
10. EMAIL ETIQUETTE, TELEPHONE ETIQUETTE & WORKPLACE ETIQUETTE
11. TIPS FOR SUCCESSFUL GROUP DISCUSSIONS
12. STRATEGIES FOR EFFECTIVE PERSONAL INTERVIEWS
13. TIME MANAGEMENT SKILLS
14. STRESS MANAGEMENT SKILLS
15. EMOTIONAL INTELLIGENCE

## *Facilitator's Biography*



Dr. Nabamita Das, a certified instructor in Applied Linguistics as well as Soft Skills and Personality Development, is a researcher in the field of English Language and Absurdism in Literature. Primary research interest of Dr. Das is in the area of English Language Training, especially in Voice and Accent Training and Spoken English. She has several publications to her credit (both in National and International peer-reviewed journals). She has also written a book titled 'Soft Skills Made Easy for Students' along with a few other children books in the field of primary education. Dr. Das is keen in the areas of Student Orientation and Developmental Programmes and has conducted several personality development sessions for both UG and PG students in different institutions. She is currently working as the Head of the Department of Humanities & Social Sciences, School of Technology at Assam Don Bosco University, Azara Campus.