



# St. Wilfred's College for Girls

(Affiliated to University of Rajasthan)

**Research, Innovation and Incubation Cell (2020-21)**

**Workshop on Skill Development (Personality Grooming)**

**Organized by Department of Commerce**

**Date: [27-11-2020]**

**Duration: [One Day]**

**Workshop Report: Skill Development - Personality Grooming**

## **1. Introduction:**

The one-day workshop on Skill Development - Personality Grooming was held on 27-11-2020 with the objective of helping participants enhance their personal and professional skills, particularly in the area of personality development. The workshop was organized by Department of Commerce and attracted participants from diverse backgrounds, including students, working professionals, and individuals seeking personal growth.

## **2. Workshop Agenda:**

The workshop was structured to cover various aspects of personality grooming and skill development. The agenda for the day was as follows:

Session 1: Introduction to Personality Grooming

Session 2: Communication and Interpersonal Skills

Session 3: Building Confidence and Self-esteem

Session 4: Professional Etiquette and Personal Branding

Session 5: Q&A and Interactive Activities

## **3. Session 1: Introduction to Personality Grooming:**

The first session served as an introduction to personality grooming, setting the stage for the subsequent sessions. The facilitator discussed the importance of personal development and how it impacts various aspects of an individual's life, including career growth, relationships, and overall well-being. The participants gained insights into the key elements of personality grooming and how it can contribute to their success.

## **4. Session 2: Communication and Interpersonal Skills:**

The second session focused on improving communication and interpersonal skills. The facilitator emphasized the significance of effective communication in both personal and professional contexts. The participants learned techniques for active listening, assertive communication, and non-verbal communication. They also engaged in interactive activities to practice and refine their communication skills.



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## 5. Session 3: Building Confidence and Self-esteem:

In the third session, the participants explored strategies for building confidence and self-esteem. The facilitator discussed the importance of self-belief and positive self-image in achieving personal and professional goals. The participants learned practical techniques to overcome self-doubt, manage fear, and cultivate a confident mindset. The session included interactive exercises to boost self-esteem and develop a resilient attitude.

## 6. Session 4: Professional Etiquette and Personal Branding:

The fourth session focused on professional etiquette and personal branding. The facilitator highlighted the significance of presenting oneself professionally and making a positive impression in various settings. The participants learned about workplace etiquette, networking skills, and the importance of personal branding in career advancement. The session also covered strategies for developing a personal brand and effectively leveraging it to create opportunities.

## 7. Session 5: Q&A and Interactive Activities:

The final session provided an opportunity for participants to ask questions, seek clarification, and engage in interactive activities. The facilitator addressed queries related to the workshop content and encouraged participants to share their experiences and insights. The session included group discussions, role-plays, and collaborative exercises to reinforce the workshop learnings.

## 8. Conclusion:

The one-day workshop on Skill Development - Personality Grooming was a valuable platform for participants to enhance their personal and professional skills. The sessions, led by knowledgeable facilitators, covered various aspects of personality grooming, including communication skills, confidence-building, professional etiquette, and personal branding. The interactive nature of the workshop allowed participants to actively engage in learning and practice new skills.

Overall, the workshop contributed to the participants' personal growth and development, equipping them with the tools and techniques to enhance their personality and succeed in their respective endeavors. The workshop received positive feedback from the participants, who expressed gratitude for the practical insights and actionable strategies shared during the sessions.

The organizing team deserves appreciation for putting together a well-structured and impactful workshop that catered to the participants' skill development needs. The event served as a stepping stone for participants to continue their journey of personal and professional growth beyond the workshop.



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