

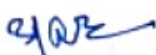
## **Report of Workshop on “Employability Skills”**

GHG Harparkash College of Education for Women, Sidhwan Khurd Ludhiana organised workshops on Employability Skills for the students to enhance the employability skills in the students. Workshop on Capacity Building & Skill Development was organised from 5<sup>th</sup> to 6<sup>th</sup> April, 2023. In the inaugural session principal Dr. Amandeep Kaur highlighted the significance of Capacity Building & Skill Development in personal, social and professional life of every individual. On 5th April, first day first session of the workshop was conducted by Dr. Jagmindar Kaur on Listening Skills and second session was conducted by Dr. Sarvjeet Kaur on Speaking Skills. On 6th April, the second day first session was taken by Mrs. Manpreet Kaur on Reading Skills and second session was conducted by Mrs. Harjit Kaur on Writing Skills. 45 students from B.Ed, M.Ed and P G Diploma and 12 teachers participated in the workshop. One day workshop on SWOT Analysis on 13th April 2023 was also organised to enhance the employability skills in the students. In the first session of the workshop Dr. Sarvjeet Kaur, Resource person of the workshop explained the Importance, objectives and process of preparing SWOT analysis and in the second session of the workshop students prepared their own SWOT matrices and Action taken report. 46 students from B.Ed, M.Ed & P.G Diploma Guidance and Counselling and 12 teachers participated in the workshop. The Value-added course on Digital Literacy were organised from 14<sup>th</sup> March to 25<sup>th</sup> March 2023. In this course a total number of 36 students from B.Ed., M.Ed. & PGDGC classes participated. Dr Ajay Kumar was the coordinator of Digital Literacy course Mrs. Manpreet Kaur, Assistant Professor GHG Harparkash College of Education for Women, was the resource person for the Digital Literacy course. On first day of the course Mrs. Manpreet Kaur demonstrated the use of MS word, short cuts of MS word, short cut of how to create table with symbols, format print, super script and other shortcuts as well. The session was followed up by hands on practice session for students. On the second day of this course Mrs. Manpreet Kaur has given demonstration about advanced feature of Excel like data analysis tool pack, handling data up to thousands of people. On third day students were given hand on practice about Power Point Presentation and how to make an effective and declarative presentation. On the fourth day Mrs. Manpreet Kaur made students aware about Uses of internet. On the fifth day Mrs. Manpreet Kaur made students aware about Google apps such as Google forms, google docs, google sheets etc. On the sixth day Mrs. Manpreet Kaur has given demonstration about development of E- Content through mix software and In-shot App on mobile. On the seventh day of this course students were made aware about Learning Management System and google classroom etc. On the eighth day of this course students



were made aware about how to generate e-certificates and how to dispatch them online. On ninth day of this course students gave hand on experiences to how to create blog. Students also learned some WhatsApp web techniques. On tenth day of this course students were made aware about how to use jam board and online assessment tools in online classes.



  
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