

# Staff Development Centre

Union Complex, University of Jaffna

Website: [www.unit.jfn.ac.lk/sdc](http://www.unit.jfn.ac.lk/sdc)

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## *Announcement*

### Training programme on Essential Soft Skills for Non-Academic Staff

<b>Objectives</b>	<ul style="list-style-type: none"><li>• To develop an understanding of soft skills</li><li>• To examine the importance of soft skills in the place of work</li><li>• To identify essential soft skills</li><li>• To learn how to improve the essential soft skills</li></ul>
<b>Resource Persons</b>	<ul style="list-style-type: none"><li>• <b>Dr.BMKPerera</b> Director/Career Guidance – University of Peradeniya</li><li>• <b>Mr.R.Jeyakumar</b> Senior Assistant Registrar / Exam Branch - Vavuniya Campus</li></ul>
<b>Contents</b>	<ul style="list-style-type: none"><li>• Soft skills and the concept</li><li>• The differences between the soft skills and the hard skills</li><li>• How can soft skills help to improve productivity and well being</li><li>• Scope of soft skills</li><li>• Methods to improve soft skills</li></ul>
<b>Medium</b>	<ul style="list-style-type: none"><li>• Bilingual</li></ul>
<b>Target group:</b>	<ul style="list-style-type: none"><li>• <b>CAAs, Clerks, Technical Officers, Staff Assistants, Receptionists</b> (limited to 60 staff)</li></ul>
<b>Method of application</b>	<ul style="list-style-type: none"><li>• Interested staff may visit <a href="http://www.unit.jfn.ac.lk/sdc/?page_id=20">http://www.unit.jfn.ac.lk/sdc/?page_id=20</a> and submit application <b>on or before 03.08.2017.</b></li></ul>
<b>Intended Learning Outcome:</b>	<p>At the completion of the programme, participants should be able to ;</p> <ul style="list-style-type: none"><li>• Realize the value of soft skills</li><li>• Realize soft skills as a success factor in life</li><li>• Make purposeful effort to improve soft skills</li><li>• Create a productive &amp; harmonious work place with mutual respect</li></ul>
<b>Venue :</b>	<ul style="list-style-type: none"><li>• <b>Mini-Auditorium, Department of Physics (2<sup>nd</sup> floor)</b> (Above the office of the Dean/Science)</li></ul>
<b>Date&amp; Time:</b>	<ul style="list-style-type: none"><li>• <b>04.08.2017 (Friday), 09:00 –12:30</b></li></ul>

**Director/SDC**