

## Department of Counseling Psychology

### M.Sc. – I year - SOFT SKILL-1

#### GETTING ALONG WITH OTHERS

PAPER VII - MP / SS / 107

CREDITS 2

Soft skills for M.sc Ist year students have been arranged in 5 hours per week . it was planned and agreed for conduction in the following dates. 7th ,14th,21st,28th and 29th of August .. 2019.time slot was from 1:30 to 5:30 P.M. it has 5 units as follows. Each week one unit was focussed on different areas of self improvement. Dr. Sangeetha Magesh was the resource person and she conducted it through lot of activites .the components are as follows:

**Unit I:** Self-Awareness – Understanding the self and discovering it. Self awareness .Self image development. How to be the person I am today? Finding your real self. Importance of self talk. Self Esteem. The journey of life.

**Unit II:** Interpersonal Communication - steps involved in communication process, types of communication and the strategies for making effective verbal and non-verbal communications. Listening and Improved Communication in Relationship.

**Unit III:**Developing Close Relationships - Personality variables, Zones, Body language, Desk method and character variables for developing close relationship.

**Unit IV:** Meaning and values – Values-types of values-Personal values-Value indicators-the importance of meaning and purpose.

**Unit V:**Resolving Interpersonal Conflict – Cause for conflict, Realities of conflict, Effects of conflict, Components of conflict, Behavior styles in conflict, Dirty fight techniques in conflict, Learning to be assertive in a conflict situation, Steps for win-win conflict resolution and when conflicts cannot be resolved.

Learning outcome was measured by assessments and activities. The students were able to

- a. express self concept and examine self-esteem through practical exercises
- b. practice interpersonal communication and relationships skills

- c. identify personal and social values and assess conflicts and practice conflict management strategies

Resource persons Details :

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Dr.Sangeetha Makesh, M.A, M.S, M.Phil, Ph.D

Consultant Counseling Psychologist

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**Educational Qualification:**

Ph.D (Psychology) 2011 Women's Christian College, Chennai

M.Phil (Psychology) 2004 Mother Teresa Women's University,  
Kodaikanal.

M.S. (Counselling and Psychotherapy) 2001 Institute for Behavioural and Management Sciences, Chittoor

Cleared SLET (State Level Educational Testing) for lectureship eligibility conducted by  
Bharathiyar University in 2000

M.A (Applied psychology with specialization in Counseling) 1997-1999 Justice Basheer Ahmed Sayeed Women's College, Chennai

B.A (Psychology) 1994-1997 Women's Christian College, Chennai

Theses:

**Occupation:**

Founder, Psycafe-Centre for psychological counseling & Behavioural Science

Research, Annanagar, Chennai

- Affiliate EAP counselor in Chennai for Optum, Bangalore since 2007
- Affiliate EAP counselor in Chennai for Workplace options, Bangalore since 2016
- Affiliate EAP counselor in Chennai for Talkitover, Bangalore since 2016
- Psychologist at Cheyyar Sipcot, Thiruvannamalai District, Tamilnadu
- Onsite psychologist for Virtusa Polaris Software Services Pvt Ltd, DLF, Chennai
- Onsite psychologist for Global Analytics Software Services Pvt Ltd, Navalur,

OMR, Chennai

- Taught Psychology in Women's Christian college, Ethiraj College for Women, St.Thomas College of Arts & Science, Dr.MGR Janaki College for Arts & Science for Women and Rajiv Gandhi National Institute for Youth Development, Chennai

Expert Services:

- Conducts relationship Enhancement workshops for college students and young adults.
- Conducts workshops on pre marital education for college students and young adults
- Practices marital counseling for distressed couples
- Conducts workshops on psychological issues for the corporates in Chennai
- Offers lectures and talks on parenting
- Conducts soft skills workshops for college students

Does lay off counseling for corporates

Has offered expert opinion on psychological issues that feature in Chennai

# Department of Counseling Psychology

## SOFT SKILLS -2

### M.Sc -I year

## WRITTEN COMMUNICATION

PAPER XIV - MP / SS/ 207

CREDITS 2

Soft skills -2 was organized by the department in the beginning of second semester . it was conducted by three resource persons . it was arranged for 4 days and 5 hours each day. The following were the objectives.

1. To help students understand the process of writing.
2. To teach the techniques of APA style and encourage students to write research papers.

The first three units are done by SEJO JEROLD & VINISH SOMAN the following units were covered by them in different ways in which students can articulate.

**Unit – I:** Written Communication – basics, parts of a written communication; punctuation; common grammatical errors; spelling, confused words and gender. And in **Unit – II:** Style – flow and its enemies, making writing lively, use of style in writing sentences and paragraphs, and in **Unit – III:** The process of writing – audience analysis, planning, collecting relevant materials, organizing ideas; specific writing situations and writing.

The two-day program for the first year MSc. Counselling Psychology students was designed based on the syllabus shared before the program. On day one, the participants were made aware of how the 2 day program would flow and the outline of the program was shared. The participants were divided into groups for the two-day program. The groups were requested to share their expectations from the program and the same were collected to be addressed on day two. The program started off with a quick check to understand the participants knowledge regarding the parts of speech. A running dictation activity for the same was conducted to ensure all participants were onboard with the parts of speech and its functionality. The session went to the basics of writing looking at what a sentence is and analyzed different types of groups of words like phrase, fragment, clause to understand the difference between each one of them. Commonly misspelt and mistaken words were also discussed and the use of right vocabulary

was emphasized and worksheet was shared with the participants. The session continued and discussed the standard format of an essay followed by the wall crawl activity to gain a better understanding of the structure and style of newspaper articles. The session discussed punctuation, different types of punctuation in writing and its usage and appropriate examples. Basic and Higher level activities were conducted to ensure participants had gained practical understanding regarding punctuation. Day one ended with a writing activity where the participants were asked to write a 1000 word essay on a topic of their choice. Topic suggestions were also shared with the participants.

Day two started with addressing the expectations from the participants. Basic tools of language improvement, its uses and practical use of the same were discussed. Resume and CV writing and its importance were also discussed in a brief manner. The session discussed how to avoid the 'Gender Trap' and possible ways to overcome the same. The session continued and looked at the golden rule of writing and the flow stoppers namely Ambiguity, Repetition and Jargon and possible ways of avoiding them from affecting ones writing. The session also looked at steps on how to make writing more lively. It went further into understanding complex sentences, how to end sentences effectively and a deeper understanding of paragraphs. The importance of paragraph in an essay, the starting and the end of a paragraph and the average size of a paragraph were discussed to ensure the participants understand the importance of the role of paragraphs in an essay. The session led the discussion on the importance of the reader and the role they will play in planning a writing project. A detailed discussion on planning and structure of the essay were also conducted. A step-by-step view on how a writing project should be drafted and different writing styles were discussed with the participants. The concluding session discussed different formats of writing like Emails, Reports, Proposals, Memoranda and Advertisements and looked at the best ways of using the AIDA formula. The participants were given an assignment to rewrite an essay in 1000 words or more using the learning from the two day program.

Unit – IV covers Orientation to Microsoft office – working with MS word, excel, power point. The resource person was Dr. Anuradha from MCC.

Dr. Anuradha

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CAREER SUMMARY

- Worked as a Team leader with “Invest-One” - DSA of Citi Bank from May 2003 to Oct 2004.
- Worked as a Senior Accounts Executive in BLUE DART from Nov 2004 to Apr 2005.
- Worked as a Senior Accountant in Trident Interwood Pvt Ltd from Aug 2005 to April 2007.
- Worked as a Senior Accountant in ICM Computer Consultants Pvt Ltd from May 2008 to May 2009. s
- Working as an Assistant Professor in the Department of Commerce (SFS) in Madras Christian College since June 2009.

She conducted different online exercises so that the students can apply what they have learnt.

Final and V unit was covered by the resource person Aankhi Mitra and she covered and she gave resource materials for students to refer in future. The portions include APA style – Basics of APA, in-text citations, formatting and writing Reference, Manuscript writing – critical appraisal using journal articles, review of literature, writing and publication of research papers

**Aankhi Mitra**

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E-mail: aankhi@gmail.com

**SUMMARY:**

- Worked as a Graduate Research Assistant, Madras School of Social Work, Chennai
- Extensively worked in Six Sigma, Audit, Risk, Governance and Compliance with respect to project standards and practices.
- Expertise in Life Span and Relationship counselling using TA, CBT, REBT, SFBT, and Psychoanalysis.
- Experience in Training & Development.

Finally the students were able to explain the process of writing skills ,practice micro soft office and choose APA style in writing and publication of research paper