



# **Maharaja Agrasen Institute of Management Studies**

(A unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC

Recognized by Bar Council of India; ISO 9001:2015 Certified Institution

Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086, India

Phone Office: 8448186947, 8448186950 Website: [www.maims.ac.in](http://www.maims.ac.in)

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## **Report**

### **“Soft Skills Training Session”**

**December 27, 2021**

Maharaja Agrasen Institute of Management Studies organized a **“Soft Skills Training Session”** for its library staff to increase their efficiency and effectiveness on the job as well as for their personal growth and advancement. The training was conducted on December 27, 2021 in the institute campus.

The training aimed at emphasising the importance of soft skills especially in the education sector. The workshop was conducted to encourage library staff members to undertake the training and imbibe as much as they could since soft skills are not only required in imparting professional duties but also help in personal well-being.

The training was provided by Dr. Charu Mohla, Associate Professor, Maharaja Agrasen Institute of Management Studies. Ma'am acquainted the library staff with the meaning of soft skills. She discussed the concept of time management, work-life balance, SMART goals, the 80/20 rule, the urgent/important matrix, organizing the workplace, importance of delegation of work, meeting management, dealing with time barriers etc. The library staff enthusiastically participated in the event.



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### MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

MAHARAJA AGRASEN CHOWK, PSP AREA ,  
SECTOR-22, ROHINI, NEW DELHI-110086  
WEBSITE : [WWW.MAIMS.AC.IN](http://WWW.MAIMS.AC.IN)

# SOFT SKILLS TRAINING SESSION

**Soft skills is more to do with who we  
are than what we know.**



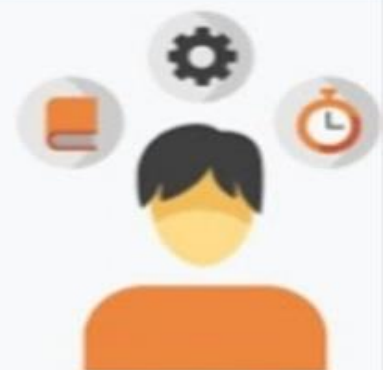
**27/12/2021 , MONDAY**



**1:00 pm**



**LIBRARY ,BLOCK 9 ,  
MAIMS**



**Soft skills**



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