

**DAYANANDA SAGAR COLLEGE OF ARTS SCIENCE AND COMMERCE**

Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore-560082

Internal Quality Assurance Cell (IQAC) Cell

**CIL Training on Personal Effectiveness**Department: 1<sup>st</sup> Sem BCA

Date: 16/07/2018

17/07/2018

Sl. No.	Particulars	Event related Details			
1.	Event*	Workshop			
2.	Title of the Event	CIL Training on Personal Effectiveness			
3.	Date	16/07/2018 17/07/2018			
4.	Time	9.00 - 4.00 pm			
5.	Venue	4 <sup>th</sup> Floor , CIL			
6.	Resource Person 1 Details** (Profile to be enclosed)	Mr Michael Free-lance Corporate Trainer			
7.	Topics Covered	Personal Effectiveness			
8.	Resource Person 2 Details** (Profile to be enclosed)	NA			
9.	Topics Covered	NA			
10.	No. Faculty Participants (Enclose a copy of names with signatures)	Internal:	NA	External:	NA
11.	No. Student Participants (Enclose a copy of names with signatures)	Internal:	96	External:	NA
12.	Faculty Coordinator/s	Prof. Srivatsala V			
13.	Student Coordinator/s	Mr. Pavan Chowdhary			
14.	Total Expenditure (Details to be enclosed)	NIL			
15.	Sponsors and Amount (if any)	NIL			

Sl. No.	Particulars	Event related Details
16.	Agenda of the Event (Enclose a copy)	NA
17.	Report uploaded on college website? If yes, give details:	No
18.	Report sent to media? If yes, give details:	No
19.	Report uploaded in Social Media? If yes, give details:	No
20.	Certificates Printed? (Enclose a copy <sup>***</sup> )	Yes
21.	Feedback Collected? (Enclose a copy <sup>***</sup> )	No
22.	Summary of the Event (Minimum 100 words)	The students were trained in personal effectiveness. They were given various activities and tasks in order to understand the importance of time goal setting. How to manage their own time and how to increase one's confidence levels were dealt with. The students thoroughly enjoyed the sessions by Mr. Michael. The students did take some valuable points from the session and showed enthusiasm in all the activities.
23.	Photographs of the Event (Attached)	Yes

**Notes:**

\* Seminar / Workshop / Symposium / Conference / Cultural Fest / Quiz / Sports / Literature Fest, etc.

\*\* Name / Organization / Designation / Area of Expertise

\*\*\* Format Copy need to be attached and hard copy need to be filed

PS: Whichever column is not applicable, write as NA.

*V. Anuradha*  
Event Coordinator

*[Signature]*  
IQAC Coordinator

*[Signature]*  
Principal

13.	Personal Effectiveness	16/07/2018 17/07/2018	Mr. Michael	1 <sup>st</sup> Semester BCA Students
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**Description of the Event:**

**Day One - Morning**

- How can you get the best from yourself and others?
- The six key qualities of personal effectiveness
- Become a Goal focused individual
- Improve your communication skills
- Improve your confidence
- Become the best version of "You" possible

**Day One - Afternoon**

- Conflict is inevitable
- When in conflict, don't get emotional
- When in conflict manage the situation rationally
- How to be assertive
- Find the solutions to the conflict
- Use praise and appreciation to rebuild the relationship

**Day Two - Morning**

- Manage your time and tasks
- Make priority decisions
- Manage the people who would waste your time
- Manage your own bad habits
- Use the 80-20 rule
- Focus your mind on the task at hand
- Handle interruptions

## Photographs



*Students taking up a quiz on personal effectiveness*



*Students brainstorming during the session*

Develop more self-control; self-confidence, self-motivation

- Create and sustain a positive mental attitude
- Thought control: control your mind
- Conversation control: Control your language
- Use the Ultimate Success Formula
- Purpose, plan, action, feedback, change
- Putting the right ideas to work



Michael

**AREAS OF EXPERTISE**

Customer Experience  
Human Resources  
Training and Development  
Business Development  
Content Writing  
Legal

**ACADEMICS**

Pursuing MBA in Customer Relationship Management (CRM) - ISBM, Bangalore

**PROFESSIONAL SKILLS**

Leadership and Development  
Innovative ideas  
Inspiring Innovation

**PERSONAL SUMMARY:**

A total of 25 years expertise in India and abroad Retail, Hospitality and BPO.

A result driven, consistent, self-motivated and resourceful individual possessing impeccable communication skills with English as Mother Tongue and able to establish sustainable relationships. With a proven ability to develop and strengthen management teams in order to maximize company profitability with everyone associated.

**WORK EXPERIENCE:**

**Empire Group of Hotels**  
**India, Dubai, UAE (2010 to 2017)**

Was associated with the Empire Group of Hotels as Operations Head and added value to all the verticals in the hospitality business that included Customer Service, Human Resources, Business Development, Training, entire operations of the Contact Center, Home Delivery and the support team, adhering to Quality Management and service levels, Customer Grievances through all social media. Ensured timely execution of operating forecasts, legal, regulatory, daily, weekly, and monthly reports and all related activities.

**Freelance Trainer – Pan India (2005 to 2010)**

**PERSONAL SKILLS**

Counselling Acumen  
Motivational Speaker

**Limelight**

Was always pushed forward to handle the media for various issues related to the business and brand integrity.

**PERSONAL DOSSIER**

Contact 9845819429

East Mansion  
# 202, Hutchins Road  
Cooke Town  
Bangalore- 560 084

mike.johnson05@gmail.com

Trained a large number of students at schools, colleges and a sizeable number of Corporate Houses Pan India on Communication, Hospitality Sector, and Campus to Corporate Training, Business Communication and Soft Skills.

**Health Scribe – Bangalore (1998 to 2005)**

A medical Transcription concept that was first started 25 years ago. Actively involved in Proof Reading and Cross Culture Training in house. Was a star performer every year for maintaining 100% accuracy, quality and delivery within the TAT.

**Visual Merchandiser – UAE and KSA**

Visual merchandising was all about being creative and fast paced in the retail industry of developing floor plans and three-dimensional displays in order to maximize sales. The purpose of such visual merchandising is to attract, engage, and motivate the customer towards making a purchase.

**KEY SKILLS AND COMPETENCIES:**

- Sturdy leadership skills.
- Comprehensive understanding of Customer Experience.
- Excellent management skills to motivate a team.
- Impeccable communication and problem solving skills.
- Result-oriented with a positive outlook and a clear focus on high quality and business profit.

**DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
**CENTRE FOR INNOVATION AND LEADERSHIP**

Department: Bachelor of Computer Applications - Unit II Semester: I & II

Date: 20/08/2024 Date: 16/04/2024

Sl. No.	NAME AND REGISTER NO.	MARKS	
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DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE

CENTRE FOR INNOVATION AND LEADERSHIP

Department: Bachelor of Commerce (Applied) Unit: B Semester: I/II

Batch: 2018-2021 Date: 16<sup>th</sup> July, 2018

Sl. No.	NAME AND REGISTER NUMBER	SIGNATURE	
		Signature	Signature
12	Shraddha R	[Signature]	[Signature]
28	Nikitha Bharadwaj	[Signature]	[Signature]
29	Amrutha G	[Signature]	[Signature]
30	Lakshya Muralidhara	[Signature]	[Signature]
31	Darshini D H	[Signature]	[Signature]
32	Anshuman H	[Signature]	[Signature]
33	Tanuja Gowda B	[Signature]	[Signature]
34	Maharajeshwari A	[Signature]	[Signature]
35	Chandana S	[Signature]	[Signature]
36	Kumar Siddhant	[Signature]	[Signature]
37	Ashish Kumar	[Signature]	[Signature]
38	Komal Singh	[Signature]	[Signature]
39	Basma Harjitha	[Signature]	[Signature]
40	Spita R	[Signature]	[Signature]
41	Supriya Malani	[Signature]	[Signature]
42	Chandana B	[Signature]	[Signature]
43	Manica R	[Signature]	[Signature]
44	Ashika S	[Signature]	[Signature]
45	B R Geetha	[Signature]	[Signature]
46	Adarsh Ravi	[Signature]	[Signature]
47	Deepika M	[Signature]	[Signature]
48	M S Anuradha	[Signature]	[Signature]
49	Jayana S Shankar	[Signature]	[Signature]
50	Ranya Shree C	[Signature]	[Signature]
51	Mahakshi	[Signature]	[Signature]
52	Geetha M	[Signature]	[Signature]
53	Dhruv A	[Signature]	[Signature]



DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE  
 CENTRE FOR INNOVATION AND LEADERSHIP

Department of Computer Applications      Unit: II      Semester: IIT  
 Period: 2020-2021      Date: 17 July 2021

Sl. No.	NAME OF THE STUDENT	MARKS	GRADE
1	ADARSH K	100	A++
2	ADARSH K	100	A++
3	ADARSH K	100	A++
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DAYAHARMA SAGAH COLLEGE OF ARTS, SCIENCE AND COMMERCE  
 CENTER FOR INNOVATION AND LEADERSHIP

Registration Number of Computer Application: \_\_\_\_\_  
 Date: 2020-2021 Date of No. 2020

NAME OF THE STUDENT

NO	NAME OF THE STUDENT	Signature	Signature
1	S. J. RAYAN S	[Signature]	[Signature]
2	[Name]	[Signature]	[Signature]
3	[Name]	[Signature]	[Signature]
4	[Name]	[Signature]	[Signature]
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