



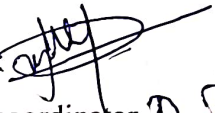
Goa University

Name of Discipline: MBA (Financial Services)- Goa Business School

Report on: Learn More and Beyond

1. Title of the Event/Activity/program	Etiquette, Manners and Interviews
2. Date and Time	28 November 2024, 10.30am to 1.30pm
3. Mode of conduct (Physical/Online)	Physical
4. School/ Directorate/ Section	Goa Business School
5. Collaborating Agency/School/Directorate	NIL
6. Detail of the Resource Person (Brief biodata)	<p>Dr. Cidalia Bodade, is a distinguished academican, researcher, and corporate trainer with an impressive career spanning over four decades. Dr. Bodade holds a Ph.D. in English Literature and has Successfully completed A Major Research project on - The Impact of Tourism on Women in Goa.</p> <p>Dr. Bodade has also published 2 books Shashi Deshpande's Women Characters & Women in the Tourism Industry</p> <p>With 43 years of teaching experience at various levels—including as Associate Professor and Head of the Department of English at M.E.S. College of Arts & Commerce, Goa—Dr. Bodade has guided many students in subjects such as English, Business Communications, and Travel & Tourism.</p> <p>Dr. Bodade's passion for education extends to corporate training and she has conducted various courses in institutions across India, through her organization, PANACHE-GOA, where training is imparted in Spoken Portuguese, French and English. She also conducts specialized courses in social and business etiquette, communication skills, personal management, and self-development.</p>

7. Number of Faculty attended/participated	2
8. Number of Student attended / participated	43
9. No. of external students/faculty/other participants	1
10. The objectives of the Program/activity/event	The main objective of session was to impart knowledge on the public behavior. The session highlighted the importance of etiquette and manners in various scenarios and situations. Guidance was given on basic behavior to be followed in interviews and interactions.
11. Description of the Program/activity/event	The session was conducted in physical mode. Several activities and role plays kept the students engaged and interested. Overall it gave the students a lot to work on and adopt in daily life situations.
12. Benefit/Key outcomes of the Program/activity/event	The key outcome of the session was to make the participants realize the importance of basic civil manners during interviews and organizational behavior. The participants learnt a lot in-terms of minute details that usually go unattended.
13. Enclosures with report	Flyer, Geo-tag photos, Attendance of students/faculty/external participants.


Signature: 

Name of coordinator

Dr. Pinky Pawaskar

Designation:

Assistant Professor,

Signature 

Dean/Director/Head

Seal of the School/Directorate/University

Dean
Goa Business School,
Goa University

Goa University

presents

LEARN MORE AND BEYOND

[Capacity Building and Skill Enhancement Series]



Etiquette, Manners and Interviews

Cidalia Bodade

Certified Soft Skills Trainer

Date: 28th November , 2024

Venue: GF 7, GBS Goa University

Time: 10.30 a.m. to 12.30 p.m.

Lecture on: Talk on Soft skills: learn more & Beyond		
Date: 28/11/2024		
Sr No.	Name	Sign
1	Tanet De Souza	
2	Chrisval Gonsalves	
3	Simran Jethesia Colaco	
4	Amreen Banu Makandar	
5	Daylane Vaz	
6	Pliny Joy Telavasso	
7	Reedhi Rane	
8	Aditi Patah Gaonkar	
9	Arushi Vinay Lalayekar	
10	Mubashira Mulla	
11	Gayatri G. Rane	
12	Shreyash S. Pansekar	
13	Convinch Chauhan	
14	Siddhant Salgaonkar	
15	Clive Tavaru	
16	Sourabh Maghe	
17	Murshel Naik - A	
18	Akhin Braganca (MBA-FS PART II)	
19	Dr. Albino Thomas	
20	Sahil Gawas	
21	Krishnanand Gawde	
22	Pooth D. Talocadekar	
23	Soham D. Naik Rasolkar	
24	Preema Pratap Fadte	
25	Saloni Umanath Kakodkar	
26	Sejal Umanath Kakodkar	
27	Nitin Parus	
28	Esha Chandrashekhar Godkar	
29	Ishar Kamalakar Velip	
30	Gautami Ramchandria / Tomaskar	
31	Arjunsha Babho Shetye	
32	Abigail Rathod	
33	Rui Sousa	
34	Sohil Madhwan	
35	Mansi Bavaday (MBA-FS Part II)	
36	Sneha A. Naik (MBA-FS Part II)	
37	Yash Lakhani (MBA-FS-Part II)	
38	DR. INGRID ANNE P. NAZARETH (MMT7C)	
39	Nikhat Khan	
40	Supriya Pidugu	
41	Agnidha Shaikh	
42	Naveen Kumar	
43	Dr. Pinky Pawar	

Pinky Pawar

Dr. Cidalia Bodade
“Mitrayu” House No. 154,
Ranghavi Estate, Bogmalo Road,
Dabolim, Goa – 403801
Tel: (M) 09326129390
(R) 0832-2538037/2538147
Email:
<cidaliabodade9@rediffmail.com>



EDUCATIONAL QUALIFICATIONS

- **Ph. D Thesis** on “Sashi Deshpande’s Women Characters: Are they ‘Empowered Women?’ or do they define a mask of ‘Tranquil Femininity?’ or ‘Creative Femininity?’
- **M. Phil.** (First Class) Goa University in English Literature
- **M.A.** (First Class) Bombay University with English Literature
- **A Research Thesis** on “The English Language in Goa-A Sociolinguistic Study”
- **Diploma in Journalism**
- **Diploma in Communications**
- **B. Ed.** (First Class) Annamalai University with English & Social Studies
- **B. A.** (Second class) Bombay University with English and Psychology
- *Successfully completed A Major Research project on The Impact of Tourism on Women – A Case Study of Goa funded by University Grants Commission , Delhi*

BOOKS PUBLISHED:

- **Shashi Deshpande’s Women Characters: A Critical Study; ISBN 978-93-84845-85-0**
- **Women in the Tourism Industry: A Case Study of Goa; ISBN 978-93-82845-86-7**

WORK EXPERIENCE:

- 43 years teaching experience of Communications and The English Language at University Level, College Level and Higher Secondary School Level.
- Superannuated as Associate Professor in English, Business Communications and Travel & Tourism at M.E.S. College of Arts & Commerce, Zuarinagar, Goa – 403802. and Head of the Department of English and Co-ordinator for Travel and Tourism.
- Guest Associate Professor in Communications and Self-Development at Goa University for M.B.A and M.C.A courses.
- Guest Professor in Communications, Self Development, Social and Business Etiquette at India International University of Legal Education and Research.

OTHER CURRICULAR ACTIVITIES

CORPORATE TRAINER

- Conducts courses in Social and Business Etiquette for Corporate Houses and at the University Level.
- Guest Lecturer at the M. C. A. and M. B. A. level at Goa University for Communications & Self Development.
- Guest lecturer for Cultural History of India.
- Guest Lecturer for Communications at the Management Institute of M. E. S. College.
- Guest Lecturer in Travel & Tourism Management and Marketing.
- Conducts Debates and Personality Development Courses.
- Conducts Communications & Self Development Courses for Corporate Houses.

CONDUCTED COURSES FOR

- ❖ National Institute of Water Sports
- ❖ Goa University (orientation programmes)
- ❖ House of Chowgule's
- ❖ Positive People Foundation
- ❖ The Institute of Marine Engineers
- ❖ Naval Wives Association
- ❖ Students from different Colleges
- ❖ Higher Secondary Teachers from all over India
- ❖ Banks

- ❖ M.P.T Institute
- ❖ Carrier Industries
- ❖ Starline Motors (Mumbai)
- ❖ Sanofi Aventis
- ❖ Persistant Systems
- ❖ Vivus Heart Centre Hospital
- ❖ GSIDC
- ❖ Staff of Goa University
- ❖ Third Sector Partners (Mumbai)
- ❖ Performance Matrix
- ❖ College Professors from all over India
- ❖ BBA Students in Goa
- ❖ IMS (Scientists from all over India)
- ❖ VM Salgaocar Corporation Pvt.Ltd.
- ❖ Biomed Ingredients Pvt. Ltd.
- ❖ MBA, MCA & IMBA students in Goa
- ❖ India International University of Legal Education and Research, Goa.
- ❖ V.M.Salgaocar &Bro.Pvt.Ltd.

TOPICS COVERED

ETIQUETTE, MANNERS AND GROOMING

- Social Etiquette & Business Etiquette
- French Etiquette & Global Etiquette
- Dining Etiquette & Special Dining Situations
- E-mail Etiquette & Telephone Etiquette
- Poise, Posture and Body Language
- Manners, Attitude & Common Courtesies
- Good Grooming, Hygiene and Dress Code
- Arrivals and Departures
- Hellos and Goodbyes

COMMUNICATION SKILLS AND EFFECTIVE SPEAKING / WRITING

- Communication Skills & Public Speaking
- The English Language (Spoken & Written)
- Effective Speaking and Principles of Letter Writing
- Report Writing
- Presentation Skills for Global Effectiveness

OFFICE MANAGEMENT

- Office Management, File Management & Time Management
- Duties and Attributes of a PA
- Multitasking and Customer Service Skills
- Services Marketing
- Essential Qualities in an Employee
- Handling Upset Customers
- Group Discussions

PERSONAL MANAGEMENT

- Seven Habits of Highly Effective People & Seven Wins
- Emotional Intelligence & Empathy
- Interpersonal Behaviour & Getting along with Others
- Success & Motivation
- Self – Esteem & Goal Setting
- You Can Win (Shiv Khera)
- Values and Vision
- Leadership, Personality & Self Development

THE ENGLISH LANGUAGE:- SPEAKING, WRITING AND GRAMMAR

Presently I have a Training Organisation called ‘PANACHE- GOA’ at ANA’S PRIME RESIDENCY in Mangor Hill ,Vasco - da –Gama, Goa. Here training is imparted in Spoken Portuguese, French, and English. Courses are conducted in Corporate Communications, Self Development, and other Life Skills mentioned above.

Courses and workshops can be customized to suit the requirements of the organisation.



CORRECT INTRODUCTIONS

- Woman's name first
- Important person's name first
- Shaking hands
- Speaking clearly



GPS Map Camera

Durgavado, Goa, India

Fr5f+ppp, Durgavado, Goa 403206, India

Lat 15.459712° Long 73.823962°

28/11/24 11:32 AM GMT +05:30

Google



GPS Map Camera

Durgavado, Goa, India

Fr5f+ppp, Durgavado, Goa 403206, India

Lat 15.459745° Long 73.82397°

28/11/24 11:45 AM GMT +05:30





- ◊ Standing
- ◊ Good manners for women
- ◊ Never too gushing
- ◊ Make-up

Learn More And Beyond



GPS Map Camera



Durgavado, Goa, India

Fr5f+ppp, Durgavado, Goa 403206, India

Lat 15.45968° Long 73.823998°

28/11/24 11:47 AM GMT +05:30



- ◊ Standing
- ◊ Good manners for women
- ◊ Never too gushing
- ◊ Make-up

Learn More And B
Innovation
Reaction

GPS Map Camera



Google

Durgavado, Goa, India

Fr5f+ppp, Durgavado, Goa 403206, India

Lat 15.459674° Long 73.823998°

28/11/24 11:47 AM GMT +05:30



GPS Map Camera

Durgavado, Goa, India

Fr5f+ppp, Durgavado, Goa 403206, India

Lat 15.459708° Long 73.823975°

28/11/24 11:49 AM GMT +05:30





Goa University

Voucher No. _____

Goa University, _____

To Dr. Cidalia Bodade

In the subject of Student Activity (Learn More) and Bapna Degree Post graduates

To amount due to me towards incidental charges for delivering Post Graduate lectures as detailed below:-

For the I semester/term of the I part I/II/III

Number of Lectures delivered 2

Dates of Lectures:- 28, November 2024

from 10:30 am to 12:30 pm

Certified that the claimant has delivered the above number of lectures as stated in the bill.

Programme Director,
(____), Goa Business School,
Goa University

Total ₹

2000 per session.

4000/-

Address _____

Signature Cidalia Bodade

State Bank of India, Cheque No. _____

Panaji, Goa. Date: _____

Place and Date _____

PASSED FOR ₹ _____ p. _____

Rupess _____

Date: _____

Payment Received

Cidalia Bodade
Revenue Stamp

Account Clerk

Accountant

Finance Officer

BANK DETAILS FORM

Name of the Payee as in bank account	CIDALIA BODADE
Name of the Bank	CANARA BANK
Name of the Branch	VASCO-DA-GAMA.
Account Number	0311101018119
Account type	Savings Account
IFSC Code	CNRB0000311
MICR Number	403015020
Mobile Number (Of a/c holder)	M-9326129390

Cidalia Bodade
SIGNATURE