

SOFT SKILLS DEVELOPMENT

Credit Hours: L+T+P=C

0+2+2=4

Learning Objective

- To help the students understand interpersonal skills.
- To support them in building interpersonal skills.
- To better the ability to work with others.

UNIT	CONTENT	HOURS
I	Self Analysis <ul style="list-style-type: none">• Introduction to Soft skills• Self discovery• Developing positive attitude• Improving perceptions• Forming values• KAS Model Competency Mapping	6
II	Interpersonal Skills <ul style="list-style-type: none">• Developing interpersonal relationship-• Team building• group dynamics• Net working Improved work relationship• Iceberg Model – Competitive advantage	6
III	communiqué Skills <ul style="list-style-type: none">• Art of listening• Art of reading• Art of speaking• Art of writing• Art of writing e-mails• e mail etiquette• Managing Critiques assertive	6
IV	Corporate Skills <ul style="list-style-type: none">• Developing body language• Practising etiquette and mannerism• Time management• Stress management• Leadership Qualities• Problem Solving• Creativity	6
V	Career Preparation <ul style="list-style-type: none">• Writing resume/cv-• interview skills• Group discussion• Mock interview• Mock GD• Goal setting• Career planning	6

References:**Text Books:**

- Alex K. (2012) Soft Skills – Know Yourself & Know the World, S.Chand & Company LTD, Ram Nagar, New Delhi- 110 055.

Reference Books:

- You can win Shive Khera
- Developing the leader within you John c Maxwell
- The seven habits of highly effective people Stephen Covey

Learning Outcomes

CO1: Understood of what Soft Skills is

CO2: Understood the significance of soft skills in the working environment

CO3: Developed levels in their Soft Skills