Learning Objective

Today’s world is all about relationship, communication and presenting oneself, one’s ideas and the company in the most positive and impactful way. This course intends to enable students to achieve excellence in both personal and professional life.

Unit I
Know Thyself/ Understanding Self
Introduction to Soft skills-Self discovery-Developing positive attitude-Improving perceptions-Forming values

Unit II
Interpersonal Skills/ Understanding Others
Developing interpersonal relationship-Team building-group dynamics-Net working-Improved work relationship

Unit III
Communication Skills / Communication with others
Art of listening-Art of reading-Art of speaking-Art of writing-Art of writing e-mails-email etiquette

Unit IV
Corporate Skills / Working with Others
Developing body language-Practising etiquette and mannerism-Time management-Stress management

Unit V
Selling Self / Job Hunting
Writing resume/cv-interview skills-Group discussion- Mock interview-Mock GD – Goal setting - Career planning

TEXT BOOKS:


Alex K. (2012) Soft Skills – Know Yourself & Know the World, S.Chand & Company LTD, Ram Nagar, New Delhi- 110 055. Mobile No : 94425 14814 (Dr.K.Alex)

REFERENCE BOOKS:

(i) Developing the leader within you John c Maxwell
(ii) Good to Great by Jim Collins
(iii) The seven habits of highly effective people Stephen Covey
(iv) Emotional Intelligence Daniel Goleman
(v) You can win Shive Khera
(vi) Principle centred leadership Stephen Covey