PES509:SOFT SKILLS

L:2 T:2 P:0 Credits:4

Course Outcomes: Through this course students should be able to

CO1 :: identify the career and industry expectations

CO2 :: develop skills, confidence and create a brand with respect to the career

CO3 :: apply the skills, learnings, and experiences in the discussions, interviews

CO4 :: learn and understand about the opportunities

CO5 :: appraise the assertive communication, leadership skills oriented towards the industry

CO6 :: outline and improvise the results and the approach through presentation

Unit I

Communication skills : listening and comprehending skills. verbal, nonverbal, and para-verbal communication ,preparation of a topic to present and stage handling .

Unit II

Making own profile : job vs career, SWOT,USP, creating an effective elevator pitch, offline branding tools- CV online brand as on LinkedIn, video CV, job profiles as per product based, service-based, non-technical profiles.

Unit III

Career essentials : introduction to workplace and workstation, email etiquette, grooming, up-skill for career

Unit IV

Group Discussions : introduction to group discussion, group discussion etiquette, do's and don'ts in group discussion, virtual group discussion and offline group discussion, types of topics ,idea generation techniques (SPELT, KWA, POPBEANS, 5W's 1H, VAP), group interaction.

Unit V

Interview Skills : interview preparation, power dressing, pre-placement talk, answering techniques like (STAR), domain-based interview, skills-based, situation-based, behavior-based interviews, asking questions in an interview, offline interview etiquette, and virtual interviews etiquette.

Unit VI

Corporate skills : decision-making skills, critical thinking, taking initiatives, growth mindset, adaptability.

References:

1. SOFT SKILLS FOR EVERYONE by JEFF BUTTERFIELD, CENGAGE LEARNING

2. PROFESSIONAL SPEAKING SKILLS by ARUNA KONERU, OXFORD UNIVERSITY PRESS