

Soft Skills II

Course Objectives

The objective of this course is to enable students to understand what 'personality' means, understand the different kinds of personalities, to develop public speaking skills, time management and team work to prepare for the corporate life while getting the grip on basics of emotional intelligence for applying all throughout one's life

Syllabus

Personality, Self-motivation, time management, team work, emotional intelligence

Expected Outcome

1. Enhancement of the holistic development of students and improvement of their employability skills.
2. To develop emotional intelligence
3. To develop professionals with idealistic, practical and moral values.
4. To develop time management skills
5. To get over the fear of public speaking

References

1. Pravesh Kumar (2005). All about self- Motivation. New Delhi: Goodwill Publishing House.
2. Hurlock, E.B (2006). Personality Development, 28th Reprint. New Delhi: Tata Mc Graw Hill.
3. The Emotionally Intelligent Manager - David R. Caruso, Peter Salovey

Course Plan

I Definition of Personality - Determinants of Personality - biological, psychological and socio- cultural factors - Misconceptions and clarifications - Need for personality development

II Time Management - definition - importance - functions Using to-do lists - procrastination - delegating effectively

III Concept of team in work situation, promotion of team spirit, characteristics of team player - Awareness of one's own leadership style, performance and qualities

IV Emotional Intelligence : what it means - role and benefit - awareness of emotions in self and others - and management of emotions in ourselves and in others (Use of EI tests to assess)

V Public Speaking - Prepared Speech by students for 5 minutes