PES318:SOFT SKILLS-I

L:1 T:2 P:0   Credits:3

Course Outcomes: Through this course students should be able to

CO1 :: understand attitude and its application in career progression

CO2 :: apply communication skills to meet interview requirement

CO3 :: construct online and offline branding for expanding market reach

CO4 :: analyze the topic knowledge and leadership qualities

CO5 :: evaluate skills, abilities, personality and interest to match industrial expectation

CO6 :: recognize industry needs and developing professional ethics

Unit I

Attitude Building : introduction to attitude, difference between attitude and behaviour, why is attitude important in an interview? personality traits an engineer should have, matching profession to your personality, introduction to different career pathways and swot analysis

Unit II

Building Communication Skills : oral communication and its importance in interview, active listening, engaging speaking skills, barriers to communication, non-verbal communication and its importance in interview, using paraverbal communication, introduction to virtual communication techniques

Unit III

Personal and Social Branding : introduction to self-branding, resume building, introduction to video CV and profiles, creating an impressive elevator pitch using USP's, introduction to various platforms of branding- LinkedIn, GitHub, using social media platforms constructively for branding.

Unit IV

Group Discussion : introduction to group discussions, idea generation techniques- SPELT, KWA, 5W 1H, brainstorming, POPBEANS, VAP, types of group discussion topics, picking the right strategy, do's and don'ts of group discussion, types of group discussion.

Unit V

Interview Skills : interview preparation, pre-interview preparation, interview kit, power dressing, know your company, interview etiquette in online and offline scenarios, types of interviews, answering techniques.

Unit VI

Workplace Etiquette : introduction to professional ethics, teamwork, leadership, email etiquette, empathy and decision- making

References:

1. 2. PERSONALITY DEVELOPMENT AND SOFT SKILLS by BARUN K. MITRA, OXFORD UNIVERSITY PRESS

2. THE ACE OF SOFT SKILLS: ATTITUDE, COMMUNICATION AND ETIQUETTE FOR SUCCESS by GOPALASWAMY RAMESH AND MAHADEVAN RAMESH, PEARSON

3. SOFT SKILLS: KNOW YOURSELF AND KNOW THE WORLD by DR. K. ALEX, S Chand Publishing