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|  |  | PCM 401: PROFESSIONAL SKILLS ENHANCEMENT | | | | |  |
|  |  |  | Odd Semester, 2014-2015 | | |  |  |
|  |  | **INSTRUCTIONAL PLAN FOR PSE 1** | | | |  |  |
| LTP: 1-0-2 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Lecture No. |  | Topics |  |  |  |  | References and Chapters |
|  | **Aptitude in English Communication** | | | |  |  |  |
| 1,2 | Construction of Meaningful Sentences | | | |  |  | Chapters 2,3,4,8 of Ref 1 |
| 3,4,5 | Reading and Comprehension Exercises | | | |  |  | Chapters 16,17 of Ref 1 |
| 6,7 | Paragraph Writing | |  |  |  |  | Chapters 20 of Ref 1 |
| 8,9,10 | Speaking Coherently and publicly | | | |  |  | Chapters 14 of Ref 1,4,5,6 |
|  |  |  |  |  |  |  |  |
|  | **Personality Tree Exercise to identify Personality Traits** | | | | | |  |
| 11 | Understanding one's value system, qualities and aspirations | | | | | | Ref 14 |
| 12 | Identify personality traits required for the job applied for | | | | | | Ref 9,3 |
| 13 | Matching personality traits required for the job applied for | | | | | | Ref 9 |
|  |  |  |  |  |  |  |  |
|  | **Preparing for Personal Interviews** | | | |  |  | Ref 9,10,11 |
| 14 | Pre-interview planning | | |  |  |  | Chap 13 of Ref 1 |
| 15 | Dress Code and Body Language | | | |  |  |  |
| 16,17,18 | HR Interviews-Analytical and Behavioural Interviews | | | | |  |  |
| 19 | Stress Interviews | |  |  |  |  |  |
| 20,21 | DOs and DON’Ts | |  |  |  |  |  |
| 22,23,24 | Mock Interviews in class for demonstration purposes | | | | | |  |
| 25,26,27,28 | Golden Questions and how to develop answers to them | | | | | |  |
| 29,30 | Resume Writing | |  |  |  |  | Chap 22 of Ref 1 |
|  |  |  |  |  |  |  |  |
|  | **Group Discussions (GD)** | | |  |  |  | Chap 12 of Ref 1 |
| 31 | Types of GDs | |  |  |  |  | Ref 12,13 |
| 32,33 | Techniques for success in GDs | | |  |  |  |  |
| 34,35 | Body Language, Communication, Content, Teamwork,  Leadership | | | | | | |
| 36 | DOs and DON’Ts | |  |  |  |  |  |
| 37,38 | Mock GD sessions (Topics and Case based) | | | | |  |  |
| 39,40 | Demonstration and Practice with emphasis on four main areas viz. | | | | | | |
|  | Communication skills, Thought content, Group dynamics,  Team working and | | | | | | |
|  | Leadership | |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| Reference Books, Videos and Internet | | | |  |  |  |  |
| 1 | Communication Skills by Sanjay Kumar and Pushp Lata, OUP publicationn | | | | | | |
| 2 | Overcoming Shyness and Hesitation | | | |  |  |  |
| 3 | Seven Keys to a Positive Personality | | | |  |  |  |
| 4 | Inspirational Video: Change Your Mind in 2.5 minutes | | | | | |  |
| 5 | Inspirational Video: Even Eagles Need a Push | | | | |  |  |
| Reference Books, Videos and Internet (Contd…) | | | | |  |  |  |
|  |  |  |  |  |  |  |  |
| 6 | Inspirational Video: Never Give Up | | | |  |  |  |
| 7 | Virtual TV’s Essentials of Presentations | | | |  |  |  |
| 8 | Oxford Professional Presentation | | | |  |  |  |
| 9 | Oxford Presentation on Interviews | | | |  |  |  |
| 10 | Good Examples of Interview I | | |  |  |  |  |
| 11 | Good Examples of Interview 2 | | |  |  |  |  |
| 12 | Wipro and McGraw-Hill’s How Group Discussion should be Handled | | | | | | |
| 13 | Oxford Video on Group Discussion | | | |  |  |  |
| 14 | Presentation on Personality Tree | | | |  |  |  |
|  |  |  |  |  |  |  |  |
| The videos are available at the following link: | | | | |  |  |  |
| https://onedrive.live.com/redir?resid=9DB5C4E16F61AA20%21281 | | | | | | |  |