PES318:SOFT SKILLS-I

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

Course Outcomes: Through this course students should be able to

CO1 :: understand industry needs and develop professional ethics

CO2 :: practice communication skills to enhance interaction ability

CO3 :: understand attitude and its application in career progression

CO4 :: illustrate online branding to amplify presence in the industry

CO5 :: evaluate skills, abilities, and interests to match the industrial expectations

CO6 :: apply idea generation techniques to present relevant content

Unit I

Imbibing Soft Skills : introduction to soft skills and their significance, the importance of professional attitude, grooming, interpersonal communication, adaptability, time management, teamwork, introduction to the vision board

Unit II

Know yourself : understand self-evaluation via SWOC to design an action plan and create a SMART goal sheet

Unit III

Communication Skills : introduction to communication skills, verbal communication, non-verbal communication, para-verbal communication, barriers to effective communication, techniques to overcome the barrier to communication, tips to improve communication, how to strike a social conversation, introduction to e-portfolio

Unit IV

Group Discussion : introduction to group discussion, types of group discussion topics, dos and don'ts of a group discussion, idea generation techniques- SPELT, KWA, brainstorming, POPBEANS, VAP, mock group discussion

Unit V

Personal branding : introduction to self-branding, types of self-branding, offline branding (CV building- overview about the elements of creating an effective CV), online branding (GitHub, LinkedIn, overview of video CV as per the industry practices), understanding the process of skill mapping as per job roles

Unit VI

Interaction skills : self-introductory conversation, developing critical thinking for academic discovery, navigating interview formats with interactive techniques (basics questions- introducing oneself, professional goals, justifying strengths, etc.), building trust: the power of face-to-face meetings, small talk for networking, interactive role plays

References:

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

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

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

4. SOFT SKILLS FOR EVERYONE by JEFF BUTTERFIELD, Cengage India Private Limited