

PES318:SOFT SKILLS-I

Course Outcomes: Through this course students should be able to

CO1 :: demonstrate optimism to develop positive attitude

CO2 :: articulate fluently with confidence

CO3 :: illustrate persuasive and negotiation skills

CO4 :: develop skills to meet the industry expectations

CO5 :: understand the importance of corporate practices

Unit I

Attitude Reconstruction : understanding emotional intelligence and exercising in professional life, building self-esteem and self-confidence, types of personalities, empathy, understanding mission, vision and career

Unit II

Mastering Communication Skills : introduction to communication process, types of communication; verbal communication (speaking and listening), importance of verbal communication, significance of non-verbal communication; intonation, body language, communication in organizations, communication barriers

Unit III

Personal and Social Branding : introduction to personal branding, view yourself as a brand, social media strategy, offline branding, resume, digital profiling, understanding the concept of unique selling points, power dressing

Unit IV

Group Discussion : : introduction to group discussions, types of group discussion topics, advantages and conclusion of group discussions, do's and don'ts of group discussions, ideation techniques-keyword analysis, social, political, economic, legal and technology technique, hurdle up, open house discussions

Unit V

Interview Skills : professional grooming, know your company, types of interviews, interview answering techniques, case studies

Unit VI

Workplace Etiquette : e-mail etiquette, small talk, building a rapport, elevator pitch, leadership and teamwork, art of giving and receiving feedback

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