

Lovely Professional University, Punjab

Course Code	Course Title	Course Planner
PES318	SOFT SKILLS-I	15026::Archana Malik

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

	Reference Books (R)		
Sr No	Title	Author	Publisher Name
R-1	SOFT SKILLS: KNOW YOURSELF AND KNOW THE WORLD	DR. K. ALEX	S Chand Publishing
R-2	2. PERSONALITY DEVELOPMENT AND SOFT SKILLS	BARUN K. MITRA	OXFORD UNIVERSITY PRESS
R-3	THE ACE OF SOFT SKILLS: ATTITUDE, COMMUNICATION AND ETIQUETTE FOR SUCCESS	GOPALASWAMY RAMESH AND MAHADEVAN RAMESH	PEARSON

Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Salient Features
RW-1	https://apps.il-work-net.com/ArticleViewer/Article/Index/166/AppCall=1	A valuable article on leadership and teamwork.
RW-2	https://www.mindtools.com/pages/article/elevator-pitch.htm	An article on crafting elevator pitch.
RW-3	https://www.inc.com/business-insider/email-etiquette-rules.html	The article on email etiquette rules.
RW-4	https://www.youtube.com/watch?v=E78k_XDjFLA	A video on how to act in an interview.
RW-5	https://www.toppr.com/guides/business-communication-and-ethics/intro-to-businesscommunication/telephone-etiquette/	An informative article on telephonic etiquette.
RW-6	http://www.monster.com/career-advice/article/the-role-of-self-assessment	An article on the role of self-assessment before appearing for a job interview.

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RW-7	http://www.businessnewsdaily.com/5836-top-interviewing-skills.html	An article on interview skills.
RW-8	https://www.youtube.com/watch?v=_SdO9u5H6B0 A	An informative video on self-introduction.
RW-9	http://placement.freshersworld.com/basic-skills-required-for-gd/33121993 A	A very good article on basic skills that are required for an effective group discussion.
RW-10	http://www.allindiajobs.in/2013/12/various-types-of-gd-group-discussions.html A	An article on different types of group discussions.
RW-11	http://www.placementor.com/resources/group_discussion_skills.htm T	This website offers detailed information on group discussion.
RW-12	https://www.youtube.com/watch?v=E-Cq06fegI4 T	A video on group discussions with the aspects of improvement and positive points.
RW-13	http://www.approachpeople.com/candidates/newsletter/articles/common-mistakeswriting-cv/ T	This article highlights common mistakes made while writing a CV.
RW-14	http://career-advice.monster.lu/cvs-applications/cv-writing-tips/what-are-the-basic- A	An article on elements of writing a good curriculum vitae.
RW-15	https://www.themuse.com/advice/the-31-best-linkedin-profile-tips-for-job-seekers	An article on 31 best LinkedIn profile tips for job seekers.
RW-16	https://www.cnbc.com/2019/06/20/personal-branding-and-making-your-mark-in-the-workplace.html	An article on personal branding and USPs.
RW-17	https://www.forbes.com/sites/85broads/2012/11/30/7-reasons-you-need-a-vibrantdigital-profile/#930deae3a72d	An article on 7 reasons you need a vibrant digital profile for personal branding.
RW-18	https://www.skillsyouneed.com/ips/communication-skills.html	An article on the communication skills and importance.
RW-19	https://www.forbes.com/sites/carolkinseygoman/2012/02/13/seven-tips-for-effective-body-language-on-stage/#602d5878536d	An article on showcasing effective body language on stage.
RW-20	https://www.briantracy.com/blog/public-speaking/27-useful-tips-to-overcome-your-fear-of-public-speaking/	This article provides tips on how to overcome fear of public speaking.
RW-21	http://www.emotionalintelligenceatwork.com/resources/attitude/	An article on attitude and its various components.
RW-22	http://www.emotionalintelligenceatwork.com/resources/behaviour-cycle/	An article on understanding the behavior cycle.
RW-23	https://www.laughteronlineuniversity.com/feelings-and-emotions/	An article on the difference between feelings and emotions.

Audio Visual Aids (AV)

Sr No	(AV aids) (only if relevant to the course)	Salient Features
AV-1	https://www.youtube.com/watch?v=ArNCBkGQBzI	An animated video on the art of giving and receiving feedback.
AV-2	https://www.youtube.com/watch?v=q6G_Qg-rvfw	The power dress: Kelly Hayes-Mcalonie at TEDxBuffaloWomen.
AV-3	https://www.youtube.com/watch?v=FIzqhQsTos4	A video to make a good first impression at a job interview.
AV-4	https://www.youtube.com/watch?v=uINMjmfbsH8	A video on how to generate points in a group discussion.
AV-5	https://www.youtube.com/watch?v=E-Cq06fegI4 T	The video shows real time group discussion with positive areas as well as areas of improvement as a member of group discussion.
AV-6	https://www.youtube.com/watch?v=YYjYKGBsG10 A	A short video on grooming.
AV-7	https://www.youtube.com/watch?v=1NAteYgpsQY	A valuable lesson on attitude.

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LTP week distribution: (LTP Weeks)	
Weeks before MTE	7
Weeks After MTE	7
Spill Over (Lecture)	3

Detailed Plan For Lectures

Week Number	Lecture Number	Broad Topic(Sub Topic)	Chapters/Sections of Text/reference books	Other Readings, Relevant Websites, Audio Visual Aids, software and Virtual Labs	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	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)	R-1 R-2 R-3	RW-21 RW-22 RW-23 AV-7	Introducing the students to the curriculum with a discussion on attitude reconstruction. A presentation on attitude components and various elements like self esteem, self confidence empathy, and understanding mission, vision, and career.	Students are able to understand different types of attitude and check their personality accordingly. They are able to find the role of emotional intelligence, self confidence, self esteem and empathy in developing a positive attitude of students.	Zero lecture - Discussion on current affairs (5 min), importance of soft skills and course details (PPT) (15 min). Open house discussion on behaviour and attitude and attitude types (15 mins), discussion on building positive attitude through various elements (15 mins), Understanding mission, vision and career (10 mins).	

Week 2	Lecture 2	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)	R-1 R-2 R-3	RW-18 RW-19 RW-20	Discuss the communication process and its meaning along with the types of communication and importance of verbal and non-verbal communication. Trainer discusses the communication process in organizations and various paths and understand various communication barriers.	Students are able to learn the correct usage of verbal, non-verbal communication while handling the stage. They understand the importance of being creative in order to ensure an impactful delivery. They are able to learn the art of speaking while performing in an extempore.	Discussion on current affairs (5 mins), detailed discussion on different forms of communication- verbal and non-verbal (25 mins), understanding communication barriers (15 mins) student query handling and mock demonstration by faculty regarding extempore (15 mins).	Dananjaya Hettiarachchi, Brian Tracy, Barack Obama
Week 3	Lecture 3	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)	R-1 R-2 R-3	RW-18 RW-19 RW-20	Discuss the communication process and its meaning along with the types of communication and importance of verbal and non-verbal communication. Trainer discusses the communication process in organizations and various paths and understand various communication barriers.	Students are able to learn the correct usage of verbal, non-verbal communication while handling the stage. They understand the importance of being creative in order to ensure an impactful delivery. They are able to learn the art of speaking while performing in an extempore.	Discussion on current affairs (5 mins), detailed discussion on different forms of communication- verbal and non-verbal (25 mins), understanding communication barriers (15 mins) student query handling and mock demonstration by faculty regarding extempore (15 mins).	Dananjaya Hettiarachchi, Brian Tracy, Barack Obama
Week 4	Lecture 4				Online Assignment			

Week 5	Lecture 5	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)	R-1 R-2	RW-13 RW-14 RW-15 RW-16 RW-17 AV-2 AV-6	Introduction to personal and social branding and understanding the importance of the same. Trainer Discusses the social media strategies to develop a personal brand. Also Discusses the concept of resume and digital profiling and understanding the concept of unique selling points. Trainer Discusses the meaning of power dressing and ways how to look professional.	Students are able to know the importance of personal and social branding using social media and digital profiling as effective tools. Students are able to understand the resume and concept of unique selling points to focus on self assessments.	Discussion on current affairs (5 mins), PPT assisted lecture on personal and social branding through online and offline means (25 mins), detailed discussion with examples on of unique selling points of various brands and applying the concept in personal lives(15 mins), discussion on resume building (15 mins).	Kelly Hayes-Mcalonie
Week 6	Lecture 6				Online Assignment			
SPILL OVER								
Week 7	Lecture 7				Spill Over			
MID-TERM								
Week 8	Lecture 8	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)	R-1 R-2 R-3	RW-9 RW-10 RW-11 RW-12 AV-3 AV-4 AV-5	Introduction to group discussions, meaning of knowledge intensive and non-knowledge intense group discussion topics, difference between group discussion and debate, significance of group discussion, do's and don'ts of group discussions, ideation techniques- Keyword Analysis (KWA), SPELT technique, VAP technique, hurdle up, open house discussions	Students are able to differentiate between effective group discussions and debates, thereby, are able to work on idea generation using different techniques and are able to understand the importance of group discussions.	Discussion on current affairs (5 mins), discussion on idea generation techniques and do's and don'ts (40 mins), mock practice and discussion on huddle up group discussion (15 mins).	
Week 9	Lecture 9				Online Assignment			

Week 10	Lecture 10	Interview Skills(professional grooming, know your company, types of interviews, interview answering techniques, case studies)	R-1 R-2	RW-4 RW-5 RW-6 RW-7 RW-8	Discussion on pre interview preparation, pre placement talks, interview etiquette, researching about a company and grooming. Difference between blue collar,white collar and pink collar jobs, creating the first impression with a powerful introduction. Discussion on types of interviews, interview answering techniques, interview case studies. Students are able to understand the importance of pre interview preparation and creating a positive first impression. They learn etiquette to be displayed in	Students are able to understand the importance of pre interview preparation and creating positive first impression. They learn etiquette to be displayed in an interview. Students understand different types of interviews and they are able to justify the answer by using different answering techniques. They make an impressive resume and digital profile to grab the attention of the interviewers.	Discussion on current affairs (5 mins), discussion on pre-interview preparation (10 mins) interview etiquette (5 mins) creating the first impression (5 mins). Elaboration of different types of interviews (20 mins), demonstration of answering techniques with examples (10 mins).	
Week 11	Lecture 11	Interview Skills(professional grooming, know your company, types of interviews, interview answering techniques, case studies)	R-1 R-2	RW-4 RW-5 RW-6 RW-7 RW-8	Discussion on pre interview preparation, pre placement talks, interview etiquette, researching about a company and grooming. Difference between blue collar,white collar and pink collar jobs, creating the first impression with a powerful introduction. Discussion on types of interviews, interview answering techniques, interview case studies. Students are able to understand the importance of pre interview preparation and creating a positive first impression. They learn etiquette to be displayed in	Students are able to understand the importance of pre interview preparation and creating positive first impression. They learn etiquette to be displayed in an interview. Students understand different types of interviews and they are able to justify the answer by using different answering techniques. They make an impressive resume and digital profile to grab the attention of the interviewers.	Discussion on current affairs (5 mins), discussion on pre-interview preparation (10 mins) interview etiquette (5 mins) creating the first impression (5 mins). Elaboration of different types of interviews (20 mins), demonstration of answering techniques with examples (10 mins).	

Week 11	Lecture 12	Interview Skills(professional grooming, know your company, types of interviews, interview answering techniques, case studies)	R-1 R-2	RW-4 RW-5 RW-6 RW-7 RW-8	Discussion on pre interview preparation, pre placement talks, interview etiquette, researching about a company and grooming. Difference between blue collar,white collar and pink collar jobs, creating the first impression with a powerful introduction. Discussion on types of interviews, interview answering techniques, interview case studies. Students are able to understand the importance of pre interview preparation and creating a positive first impression. They learn etiquette to be displayed in	Students are able to understand the importance of pre interview preparation and creating positive first impression. They learn etiquette to be displayed in an interview. Students understand different types of interviews and they are able to justify the answer by using different answering techniques. They make an impressive resume and digital profile to grab the attention of the interviewers.	Discussion on current affairs (5 mins), discussion on pre-interview preparation (10 mins) interview etiquette (5 mins) creating the first impression (5 mins). Elaboration of different types of interviews (20 mins), demonstration of answering techniques with examples (10 mins).	
Week 13	Lecture 13	Workplace Etiquette(e-mail etiquette, small talk, building a rapport, elevator pitch, leadership and teamwork, art of giving and receiving feedback)	R-1 R-3	RW-1 RW-2 RW-3 AV-1	Discussion on work place etiquette like do's and don'ts of email writing, open ended and close ended answers and small talks. Discussion on the importance of elevator pitch and rules to follow. Discussion on the importance of leadership and teamwork along with the art of giving and receiving feedback to work on positive outcomes.	Students will learn about the principles of professional behavior and electronic etiquette.	Discussion on current affairs - (5 mins), email writing do's and don'ts (20 mins), preparing elevator pitch using examples (10 mins), discussion on leadership and teamwork (10 mins), discussion on art of receiving and giving feedback (10 mins).	
SPILL OVER								
Week 14	Lecture 14				Spill Over			
Week 15	Lecture 15				Spill Over			

Plan for Tutorial: (Please do not use these time slots for syllabus coverage)

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Tutorial No.	Lecture Topic	Type of pedagogical tool(s) planned (case analysis,problem solving test,role play,business game etc)
Tutorial1	Create new experiences	Discussion on current affairs (5mins)Trainer conducts activity on creating new experience and activity debrief (10 mins).
Tutorial2	Self esteem and empathy	Discussion on current affairs self confidence and empathy mentioned in tutorial sheet T2(40mins) activity debrief (10 mins).
Tutorial3	Presentation Individual 1	Discussion on current affairs (5 mins), trainer conducts the activity on communication skills as mentioned in the course file T3(40 mins), activity debrief (5 mins).
Tutorial4	Presentation Individual 1	Discussion on current affairs (5 mins), trainer conducts the activity on communication skills as mentioned in the course file T4 (40 mins), activity debrief (5 mins).
Tutorial5	Presentation Individual 1	Discussion on current affairs (5 mins), trainer conducts the activity on communication skills as mentioned in the course file T5 (40 mins), activity debrief (5 mins).
Tutorial6	Presentation Individual 1	Discussion on current affairs (5 mins), trainer conducts the activity on communication skills as mentioned in the course file T6 (40 mins), activity debrief (5 mins).
Tutorial7	Presentation Individual 1	Academic Task
Tutorial8	Presentation Individual 1	Academic Task
Tutorial9	Presentation Individual 2	trainer will help in resume preparation (20 mins).
Tutorial10	Presentation Individual 2	Discussion on current affairs (5 mins), Trainer conducts the activity on understanding different unique selling points and then giving the presentation on the topics mentioned in the course file T10 (40 mins), activity debrief(10 mins).
Tutorial11	Presentation Individual 2	Academic Task
Tutorial12	Presentation Individual 2	Academic Task
Tutorial13	Spill Over	Discussion on current affairs(5mins), trainer conducts presentations and activities of presentation (40 mins), activity debrief(10mins).
Tutorial14	Spill Over	Discussion on current affairs(5mins), trainer conducts presentations and activities of presentation (40 mins), activity debrief(10mins).
After Mid-Term		
Tutorial15	Group discussion	Discussion on current affairs (5 mins), Trainer conducts mock group discussions according to trainer manual group discussion as mentioned in T15 (40 mins), feedback session(10 mins).
Tutorial16	Group discussion	Discussion on current affairs (5 mins), Trainer conducts mock group discussions according to trainer manual group discussion as mentioned in T16 (40 mins), feedback session(10 mins).
Tutorial17	Group discussion	Academic Task
Tutorial18	Group discussion	Academic Task

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Tutorial19	Interview Skills	Discussion on current affairs (5 mins), Trainer conducts a mock interview session according to trainer manual "Interview Skills- 1" as mentioned in T19 (40 mins), feedback session(10 mins).
Tutorial20	Interview Skills	Discussion on current affairs (5 mins), Trainer conducts a mock interview session according to trainer manual "Interview Skills- 1" as mentioned in T19 (40 mins), feedback session(10 mins).
Tutorial21	Interview Skills	Discussion on current affairs (5 mins), Trainer conducts a mock interview session according to trainer manual "Interview Skills- 2" as mentioned in T21 (40 mins), feedback session(10 mins).
Tutorial22	Interview Skills	Discussion on current affairs (5 mins), Trainer conducts a mock interview session according to trainer manual "Interview Skills- 2" as mentioned in T21 (40 mins), feedback session(10 mins).
Tutorial23	Interview	Academic Task
Tutorial24	Interview	Academic Task
Tutorial25	Workplace etiquette	Discussion on current affairs (5 mins), Trainer conducts activity on electronic etiquette and professional behaviour as mentioned in the course file (30 mins), activity on elevator pitch (10 min) as mentioned in T25, feedback session (10 mins).
Tutorial26	Workplace etiquette	Discussion on current affairs (5 mins), Trainer conducts activity on electronic etiquette and professional behaviour as mentioned in the course file (30 mins), activity teamwork and leadership (10 min) as mentioned in T26, feedback session (10 mins).
Tutorial27	Spill Over	Discussion on current affairs(5 mins), trainer conducts important activities like group discussions and interviews , query handling (40 mins), activity debrief (10 mins).
Tutorial28	Spill Over	Discussion on current affairs(5 mins), trainer conducts important activities like group discussions and interviews , query handling (40 mins), activity debrief (10 mins).