

# Lovely Professional University, Punjab

Course Code	Course Title	Lectures	Tutorials	Practicals	Credits	
PES319	SOFT SKILLS-II	1	2	0	3	
<b>Course Weightage</b>	ATT: 15 CA: 30 ETP: 55					

**Course Outcomes :**Through this course students should be able to

CO1 :: understand professional attitude and goal setting

CO2 :: develop communication skills with focus on personal branding

CO3 :: prepare CV keeping KYC in mind for better career prospects

CO4 :: practice idea generation and articulate effectively during group discussions

CO5 :: summarize answers with proper justification during interview

CO6 :: demonstrate professional ethics to showcase corporate congruence

	<b>TextBooks ( T )</b>		
Sr No	Title	Author	Publisher Name
T-1	SOFT SKILLS: KNOW YOURSELF AND KNOW THE WORLD	DR. K. ALEX	S Chand Publishing

  

	<b>Reference Books ( R )</b>		
Sr No	Title	Author	Publisher Name
R-1	PERSONALITY DEVELOPMENT AND SOFT SKILLS	BARUN K. MITRA	OXFORD UNIVERSITY PRESS
R-2	THE ACE OF SOFT SKILLS: ATTITUDE, COMMUNICATION AND ETIQUETTE FOR SUCCESS	GOPALASWAMY RAMESH AND MAHADEVAN RAMESH	PEARSON

<b>Relevant Websites ( RW )</b>		
Sr No	(Web address) (only if relevant to the course)	Salient Features
RW-1	<a href="https://www.indeed.com/career-advice/career-development/professionalattitude#:~:text=A%20professional%20attitude%20is%20the,of%20appearance%2C%20compartment%20and%20interaction.">https://www.indeed.com/career-advice/career-development/professionalattitude#:~:text=A%20professional%20attitude%20is%20the,of%20appearance%2C%20compartment%20and%20interaction.</a>	An article on how to develop a professional attitude.
RW-2	<a href="https://www.interview-skills.co.uk/free-information/successful-cv-writing/differenttypes-of-cvs">https://www.interview-skills.co.uk/free-information/successful-cv-writing/differenttypes-of-cvs</a>	An article on different types of CV.
RW-3	<a href="https://careers.asha.org/on-the-job/building-your-professional-brand/">https://careers.asha.org/on-the-job/building-your-professional-brand/</a>	An article on building your professional brand

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RW-4	<a href="https://www.skillsyouneed.com/ps/time-management.html">https://www.skillsyouneed.com/ps/time-management.html</a>	A valuable article on time management.
RW-5	<a href="https://www.livecareer.co.uk/cv/cv-tips?">https://www.livecareer.co.uk/cv/cv-tips?</a>	Best CV writing tips and advice.
RW-6	<a href="https://www.inc.com/business-insider/email-etiquette-rules.html">https://www.inc.com/business-insider/email-etiquette-rules.html</a>	The article on email etiquette rules.
RW-7	<a href="https://www.wikihow.com/Act-at-a-Job-Interview">https://www.wikihow.com/Act-at-a-Job-Interview</a>	An article on how to act in an interview.
RW-8	<a href="https://invideo.io/blog/video-resume/">https://invideo.io/blog/video-resume/</a>	How to Make a Video Resume
RW-9	<a href="https://www.researchgate.net/publication/343447135_The_Importance_of_Attitude_in_">https://www.researchgate.net/publication/343447135_The_Importance_of_Attitude_in_</a>	An Article on The Importance of Attitude in Workplace
RW-10	<a href="http://www.businessnewsdaily.com/5836-top-interviewing-skills.html">http://www.businessnewsdaily.com/5836-top-interviewing-skills.html</a>	An Article on Interview Skills.
RW-11	<a href="https://www.youtube.com/watch?v=_SdO9u5H6B0">https://www.youtube.com/watch?v=_SdO9u5H6B0</a> A	An informative video on self-introduction.
RW-12	<a href="http://placement.freshersworld.com/basic-skills-required-for-gd/33121993">http://placement.freshersworld.com/basic-skills-required-for-gd/33121993</a>	An informative article on basic skills that are required for an effective group discussion.
RW-13	<a href="http://www.allindiajobs.in/2013/12/various-types-of-gd-group-discussions.html">http://www.allindiajobs.in/2013/12/various-types-of-gd-group-discussions.html</a>	An article on different types of group discussions.
RW-14	<a href="https://www.researchgate.net/publication/343058444_What_is_Positive_Attitude">https://www.researchgate.net/publication/343058444_What_is_Positive_Attitude</a>	An article on positive attitude
RW-15	<a href="https://www.youtube.com/watch?v=E-Cq06fegI4">https://www.youtube.com/watch?v=E-Cq06fegI4</a>	A video on group discussion with the aspects of improvement and positive points.
RW-16	<a href="https://www.topuniversities.com/student-info/careers-advice/11-common-cv-mistakesaccording-employers">https://www.topuniversities.com/student-info/careers-advice/11-common-cv-mistakesaccording-employers</a>	This article highlights common mistakes made while writing a CV.
RW-17	<a href="https://mallory.com.au/cm/why-is-communication-important/">https://mallory.com.au/cm/why-is-communication-important/</a>	An article on importance of communication skills
RW-18	<a href="https://www.themuse.com/advice/the-31-best-linkedin-profile-tips-for-job-seekers">https://www.themuse.com/advice/the-31-best-linkedin-profile-tips-for-job-seekers</a>	An article on 31 best LinkedIn profile tips for job seekers.
RW-19	<a href="https://influencermarketinghub.com/what-is-personal-branding/">https://influencermarketinghub.com/what-is-personal-branding/</a>	An article on personal branding.
RW-20	<a href="https://screenrec.com/business-communication-app/communication-workplace/">https://screenrec.com/business-communication-app/communication-workplace/</a>	An article on communication in workplace
RW-21	<a href="https://www.skillsyouneed.com/ips/communication-skills.html">https://www.skillsyouneed.com/ips/communication-skills.html</a>	An article on the communication skills and importance.
RW-22	<a href="https://www.forbes.com/sites/carolkinseygoman/2012/02/13/seven-tips-for-effective-body-language-on-stage/#602d5878536d">https://www.forbes.com/sites/carolkinseygoman/2012/02/13/seven-tips-for-effective-body-language-on-stage/#602d5878536d</a>	An article on showcasing effective body language on stage.
RW-23	<a href="https://www.briantracy.com/blog/public-speaking/27-useful-tips-to-overcome-your-fear-of-public-speaking/">https://www.briantracy.com/blog/public-speaking/27-useful-tips-to-overcome-your-fear-of-public-speaking/</a>	This article provides tips on how to overcome fear of public speaking.

#### Audio Visual Aids ( AV )

Sr No	(AV aids) (only if relevant to the course)	Salient Features
AV-1	<a href="https://youtu.be/uviKQgiw9rA">https://youtu.be/uviKQgiw9rA</a>	An animated video on attitude makes a difference
AV-2	<a href="https://youtu.be/g2yDRCFBn1g">https://youtu.be/g2yDRCFBn1g</a>	A short video on difference between attitude and behavior
AV-3	<a href="https://youtu.be/QeIYHti99Tc">https://youtu.be/QeIYHti99Tc</a>	Importance of communication skills
AV-4	<a href="https://youtu.be/W3P3rT0j2gQ">https://youtu.be/W3P3rT0j2gQ</a>	Communication at workplace

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AV-5	<a href="https://www.youtube.com/watch?v=FIzqhQsTos4">https://www.youtube.com/watch?v=FIzqhQsTos4</a>	A video to make a good first impression at a job interview.
AV-6	<a href="https://www.youtube.com/watch?v=uINMjmfSH8">https://www.youtube.com/watch?v=uINMjmfSH8</a>	A video to understand idea generation in group discussion.
AV-7	<a href="https://youtu.be/oPDozC2sJ-U">https://youtu.be/oPDozC2sJ-U</a>	Importance Of Ethics And Integrity in Workplace
AV-8	<a href="https://youtu.be/MpFudN8oktE">https://youtu.be/MpFudN8oktE</a>	Effective Time Management tips
AV-9	<a href="https://www.youtube.com/watch?v=vwghro1_8Rs">https://www.youtube.com/watch?v=vwghro1_8Rs</a>	A video on professional email writing.

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	Professional attitude and goal setting(Aspiration building, using SWOT to build a career graph, goal setting, introduction to professional attitude, the importance of positive attitude at work, tips to create professional attitude at the workplace, adaptability)	T-1 R-1 R-2	RW-1 RW-14 AV-1 AV-2	The trainer introduces to the students the curriculum with a discussion on aspiration building using SWOT analysis to build a career graph. A discussion on individual students' goal setting. A presentation on the importance of a positive attitude in the workplace. A brief discussion on adaptability as the most important aspect of job retention.	Students get to understand how aspiration building is done. Students should be able to use SWOT to understand their strengths and shortcomings. Goal setting must be done to show the career graph. They will understand and find ways to improve their professional image at the workplace by building their attitude towards work. Also, they will be able to understand the importance of adaptability to cope with dynamic job descriptions.	Discussion on current affairs (5 min), the importance of aspiration building, and SWOT analysis to find their career path (10 min). Discussion on professional attitude building with the importance of the same (20 min), Activity is related to tips for improvement of professional attitude building (15 min). Discussion on adaptability skills with substantial examples (10 min)	
Week 2	Lecture 2	Communication and personal branding (Introduction to communication, barriers to communication, personal branding and importance. Ways to enhance professional branding, impressive LinkedIn profiling, and role of social media in brand creation)	T-1 R-1	RW-17 RW-20 RW-21 RW-22 RW-23 AV-3 AV-4	Discuss about the communication process focusing on verbal, non-verbal, and para-verbal communication and its importance. The trainer demonstrates different barriers coming in the way of effective communication. The trainer discusses with the students the importance of social and personal branding. Trains about how to make an impressive LinkedIn profile and the role of various social media in self-brand creation.	Students are able to learn the correct usage of verbal, nonverbal communication along with the importance of active listening. They are able to learn the art of using para-verbal Communication and the barriers to effective communication. Students will also understand the importance of Self-branding with the help of LinkedIn and other social media platforms.	Discussion on current affairs (5 min), detailed discussion on different forms of communication verbal, nonverbal, and para-verbal (20 min), understanding communication barriers and active listening skills(10 min) discussion on social media platforms in brand creation(5 min) LinkedIn profiling tips (20 min)	
Week 3	Lecture 3				Presentation - Individual			

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Week 4	Lecture 4	CV building and KYC (Types of CV, the 7 components of a CV, tips to make a video CV (script, filming, space, recording device, additional visuals). Introduction to KYC, the importance of knowing the company, discussion on KYCs and JDs of product and service-based companies, and the important aspects to consider in a KYC document)	R-1 R-2	RW-2 RW-3 RW-5 RW-8 RW-11 RW-16 RW-18 RW-19	Introduction to CV building. Trainer discusses the art of CV making and the different components of a CV, tips to create impressive video resume (including script, filming, space, recording device, additional visuals) , discussion on how important is knowing the company and the job description for a student and also what aspects to consider while working on a KYC document.	Students are able to understand effectively how to create their CV and also start working on making their video CV. Students learn the different tips to make their video CV more appealing and effective. Students also learn to understand JDs and KYCs of different service and product based companies.	PPT assisted lecture on effective CV and video CV making (30 min),detailed discussion on different types of job descriptions and company KYCs (20 min), 7 examples of company KYC (10 min)	
Week 5	Lecture 5	CV building and KYC (Types of CV, the 7 components of a CV, tips to make a video CV (script, filming, space, recording device, additional visuals). Introduction to KYC, the importance of knowing the company, discussion on KYCs and JDs of product and service-based companies, and the important aspects to consider in a KYC document)	R-1 R-2	RW-2 RW-3 RW-5 RW-8 RW-11 RW-16 RW-18 RW-19	Introduction to CV building. Trainer discusses the art of CV making and the different components of a CV, tips to create impressive video resume (including script, filming, space, recording device, additional visuals) , discussion on how important is knowing the company and the job description for a student and also what aspects to consider while working on a KYC document.	Students are able to understand effectively how to create their CV and also start working on making their video CV. Students learn the different tips to make their video CV more appealing and effective. Students also learn to understand JDs and KYCs of different service and product based companies.	PPT assisted lecture on effective CV and video CV making (30 min),detailed discussion on different types of job descriptions and company KYCs (20 min), 7 examples of company KYC (10 min)	
Week 6	Lecture 6				Online Assignment			
<b>SPILL OVER</b>								
Week 7	Lecture 7				Spill Over			
<b>MID-TERM</b>								





Week 8	Lecture 8	Group discussion(Recap for the concept of group discussions, types of group discussion, techniques to generate ideas - SPELT, KWA, 5Ws 1H, brainstorming, POPBEANS, VAP, SCAMPER, do's and don'ts of group discussion, virtual GD improvement tips)	T-1 R-2	RW-12 RW-13 RW-15 AV-6	Introduction to group discussion, types of group discussion topics, and significance of group discussion. The trainer will discuss the dos and don'ts of group discussion. The trainer will introduce various idea generation techniques - Keyword Analysis (KWA), SPELT technique, VAP technique, POPBEANS, SCAMPER, virtual group discussion improvement tips.	Students are able to differentiate between group discussion topics, they are able to work on idea generation using different techniques, and they are able to understand the importance of group discussions along with the basics of virtual group discussion.	Discussion on current affairs (5 min), discussion on idea generation techniques and do's and don'ts (40 min), mock practice, and discussion on virtual group discussions (15 min).	
Week 9	Lecture 9				Group Discussion			
Week 10	Lecture 10	Interviews(Pre-placement talks etiquette and engagement, waiting room decorum, interview preparation, re-cap of power dressing, interview etiquette in online and offline scenarios, types of interviews, various answering techniques, virtual interviews, do's and don'ts of virtual interviews, behavioral question handling)	T-1 R-1	RW-7 RW-10 AV-5	Discussion on pre-placement talks and waiting room decorum, interview preparation, interview etiquette, and Re-cap of power dressing. Discussion on types of offline and online interviews, interview answering techniques and introduction to virtual interviews, and ways to perform better in virtual interviews.	Students are able to understand the importance of pre-placement talks and waiting room decorum. They learn etiquette to be displayed in an interview both in online and offline modes. Importance of power dressing and various answering techniques. With guided practice, they learn to grab the attention of the interviewers.	Discussion on current affairs (5 min), discussion on pre-placement talks preparation and waiting room etiquette (15 min) recap of power dressing ( 5 min) online and offline interview etiquette along with do's and don'ts (15 min). Behavioral question handling (20 min).	



Week 11	Lecture 11	Interviews(Pre-placement talks etiquette and engagement, waiting room decorum, interview preparation, re-cap of power dressing, interview etiquette in online and offline scenarios, types of interviews, various answering techniques, virtual interviews, do's and don'ts of virtual interviews, behavioral question handling)	T-1 R-1	RW-7 RW-10 AV-5	Discussion on pre-placement talks and waiting room decorum, interview preparation, interview etiquette, and Re-cap of power dressing. Discussion on types of offline and online interviews, interview answering techniques and introduction to virtual interviews, and ways to perform better in virtual interviews.	Students are able to understand the importance of pre-placement talks and waiting room decorum. They learn etiquette to be displayed in an interview both in online and offline modes. Importance of power dressing and various answering techniques. With guided practice, they learn to grab the attention of the interviewers.	Discussion on current affairs (5 min), discussion on pre-placement talks preparation and waiting room etiquette (15 min) recap of power dressing ( 5 min) online and offline interview etiquette along with do's and don'ts (15 min). Behavioral question handling (20 min).	
Week 12	Lecture 12				Interview			
Week 13	Lecture 13	Professional ethics (Importance of integrity, confidentiality and data secrecy, efficient time management and decision-making skills, importance of emails and email etiquette)	T-1 R-1 R-2	RW-4 RW-6 RW-9 AV-7 AV-8 AV-9	Discussion on the importance of integrity and confidentiality at the workplace. An elaborate discussion on efficient time management and decision-making skills. Importance of what point to remember while writing emails.	Students will learn about the importance of integrity and confidentiality They shall also get inputs on time management skills. By the end, students will be taken through email etiquette which is believed to be one of the most important written documentation.	Discussion on current affairs - (5 min), verbal discussion of the importance of integrity and confidentiality along with data secrecy. (20 min), time management (15 min) email writing skills (20 min)	
		<b>SPILL OVER</b>						
Week 14	Lecture 14				Spill Over			
Week 15	Lecture 15				Spill Over			

### Scheme for CA:

CA Category of this Course Code is:A0404 (4 out of 4)

Component	Weightage (%)	Mapped CO(s)
Presentation - Individual	25	CO1, CO2, CO4, CO5

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Online Assignment	25	CO2, CO3, CO5
Group Discussion	25	CO4
Interview	25	CO3, CO5

### Details of Academic Task(s)

Academic Task	Objective	Detail of Academic Task	Nature of Academic Task (group/individuals)	Academic Task Mode	Marks	Allotment / submission Week
Presentation - Individual	Students would be evaluated on the basis of their presentation skills	Evaluation would be done on the basis of their content- 10 marks, language proficiency - 10 marks, body language - 5 marks and grooming - 5 marks	Individual	Offline	30	2 / 3
Online Assignment	Students would be evaluated on the basis of their video CV recording	Students would be asked to make individual recording of their video CV in less than a 1 minute video and present the same in class. Evaluation would be done on the basis of their content- 10 marks, language proficiency - 10 marks, body language - 5 marks and grooming - 5marks	Individual	Offline	30	5 / 6
Group Discussion	To help students confidently participate in group discussions during placement process	Evaluation would be done on the basis of analysis and relevance of content- 10 marks, language proficiency - 10 marks, grooming and body language - 5 marks and effective usage of group discussion vocabulary and interpersonal skills -5 marks	Individual	Offline	30	8 / 9
Interview	Students would be evaluated on the basis of their answering skills in different types of questions asked in interviews	Evaluation would be done on the basis of their grooming - 5 marks ,language proficiency -10 marks, comprehending the question and justifying the answer - 10 marks and interview etiquettes -5 marks	Individual	Offline	30	11 / 12

### MOOCs/ Certification etc. not-mapped with the Academic Task(s) (Available for students for better learning/ will get students ready for )

Name Of Certification/Online Course/Test/Competition mapped	Type	Offered By Organisation
ENHANCING SOFT SKILLS AND PERSONALITY	MOOCs	NPTEL

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

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<b>Tutorial No.</b>	<b>Lecture Topic</b>	<b>Type of pedagogical tool(s) planned (case analysis,problem solving test,role play,business game etc)</b>
Tutorial1	Professional attitude and goal setting	Discussion on current affairs (5 min)Introduction to aspiration building using SWOT (20 min), introduction and importance to professional attitude with role play (30 min), lecture debrief (5 min)
Tutorial2	Professional attitude and goal setting	Discussion on current affairs (5 min)Introduction to aspiration building using SWOT (20 min), introduction and importance to professional attitude with role play (30 min), lecture debrief (5 min)
Tutorial3	Communication and personal branding	Discussion on current affairs (5 min), Discussion on current affairs (5 min), detailed discussion on different forms of communication verbal, nonverbal and para-verbal (15 min), understanding communication barriers and active listening skills(10 min) discussion on social media platforms in brand creation (5 min) LinkedIn profiling tips (20 min)
Tutorial4	Communication and personal branding	Discussion on current affairs (5 min), Discussion on current affairs (5 min), detailed discussion on different forms of communication verbal, nonverbal and para-verbal (15 min), understanding communication barriers and active listening skills(10 min) discussion on social media platforms in brand creation (5 min) LinkedIn profiling tips (20 min)
Tutorial5	Academic Task	Academic Task
Tutorial6	Academic Task	Academic Task
Tutorial7	CV building and KYC	Discussion on current affairs (5 min)PPT assisted lecture on effective CV and video CV making (30 min),detailed discussion on different types of job descriptions and company KYCs (15 min), 7 examples of company KYC (10 min)
Tutorial8	CV building and KYC	Discussion on current affairs (5 min)PPT assisted lecture on effective CV and video CV making (30 min),detailed discussion on different types of job descriptions and company KYCs (15 min), 7 examples of company KYC (10 min)
Tutorial9	CV building and KYC	Discussion on current affairs (5 min)PPT assisted lecture on effective CV and video CV making (30 min),detailed discussion on different types of job descriptions and company KYCs (15 min), 7 examples of company KYC (10 min)
Tutorial10	CV building and KYC	Discussion on current affairs (5 min)PPT assisted lecture on effective CV and video CV making (30 min),detailed discussion on different types of job descriptions and company KYCs (15 min), 7 examples of company KYC (10 min)
Tutorial11	Academic Task	Academic Task
Tutorial12	Academic Task	Academic Task
Tutorial13	Spill Over	Spill Over
Tutorial14	Spill Over	Spill Over

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After Mid-Term		
Tutorial15	Group discussion	Discussion on current affairs (5 min), discussion on idea generation techniques and do's and don'ts (40 min), mock practice and discussion on virtual group discussions (15 min).
Tutorial16	Group Discussion	Discussion on current affairs (5 min), discussion on idea generation techniques and do's and don'ts (40 min), mock practice and discussion on virtual group discussions (15 min).
Tutorial17	Academic Task	Academic Task
Tutorial18	Academic Task	Academic Task
Tutorial19	Interview Skills	Discussion on current affairs (5 min), discussion on pre-placement talks preparation and waiting room etiquette (15 min) recap of power dressing ( 5 min) online and offline interview etiquette along with do's and don'ts (15 min). Behavioral question handling (20 min).
Tutorial20	Interview skills	Discussion on current affairs (5 min), discussion on pre-placement talks preparation and waiting room etiquette (15 min) recap of power dressing ( 5 min) online and offline interview etiquette along with do's and don'ts (15 min). Behavioral question handling (20 min).
Tutorial21	Interview skills	Discussion on current affairs (5 min), discussion on pre-placement talks preparation and waiting room etiquette (15 min) recap of power dressing ( 5 min) online and offline interview etiquette along with do's and don'ts (15 min). Behavioral question handling (20 min).
Tutorial22	Interview skills	Discussion on current affairs (5 min), discussion on pre-placement talks preparation and waiting room etiquette (15 min) recap of power dressing ( 5 min) online and offline interview etiquette along with do's and don'ts (15 min). Behavioral question handling (20 min).
Tutorial23	Academic Task	Academic Task
Tutorial24	Academic Task	Academic Task
Tutorial25	Professional Ethics	Discussion on current affairs - (5 min), verbal discussion of importance of integrity and confidentiality along with data secrecy. (20 min), time management (15 min) email writing skills (20 min)
Tutorial26	Professional Ethics	Discussion on current affairs - (5 min), verbal discussion of importance of integrity and confidentiality along with data secrecy. (20 min), time management (15 min) email writing skills (20 min)
Tutorial27	Spill Over	Spill Over
Tutorial28	Spill Over	Spill Over

