PES319:SOFT SKILLS-II

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

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

Unit I

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

Unit II

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

Unit III

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

Unit IV

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

Unit V

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

Unit VI

Professional ethics : Importance of integrity, confidentiality and data secrecy, efficient time management and decision-making skills, importance of emails and email etiquette

Text Books:

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

References:

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

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