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Academic Session;2021-2022 Semester Name;TRIMESTER-I Course Year Name;FY - IX

Subject Name : Effective Communication

Sr No	Unit	Topic Details
1	UNIT-I	What are communication skills?
		Components of communication
		Types of communication
		7 Cs of Communication
		Importance of Effective listening
		class assignment -1
2	UNIT-II	What is non - verbal communication?
		Components of non verbal communication
		Barriers of Communication
		Class assignment -II
		Power dressing
		Cross cultural communication
3	UNIT-III	Conflict Management
		Time management (Pickle Jar Theory)
4	UNIT-IV	Group activity -Case study