

PES317:SOFT SKILLS-II

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

Course Outcomes: Through this course students should be able to

CO1 :: prepare powerful brand for career progression

CO2 :: articulate fluently with confidence

CO3 :: demonstrate critical thinking while generating ideas

CO4 :: apply successful answering techniques during an interview

CO5 :: develop positive mindset while handling tasks that require decision making ability

Unit I

Corporate readiness : building brand before hand- introduction, power dressing and effective language etiquette; understanding corporate expectations and building right attitude- assertive behaviour; aspiration building and goal setting- smart goals, breaking goals down into actionable steps; career trajectory- corporate jobs, higher studies, government sector, entrepreneurship, research, study abroad; professional portfolio – curriculum vitae, digital profiling- LinkedIn, github, pinterest, quora

Unit II

Group discussion : overview of group discussion; understanding the various types, tricks of group discussion; group discussion etiquette; idea generation techniques- brainstorming, SCAMPER (substitute, combine, adapt, modify, put to another use, eliminate and reverse), VAP (view point of affected parties), SPELT (social, political, economical, legal and technical), KWA (key word analysis), 5 why's, concept mapping, free writing, convergent and divergent thinking; roles in a group discussion; mock group discussions

Unit III

Interview skills : pre interview preparation- know the company and job description; overview of pre-placement etiquette and art of asking questions during pre-placement talk; expectations of the interviewer- focusing on indicators of job description- job profile, roles and responsibilities; understanding various styles and types of interviews- competency based, structured and unstructured; mock interviews

Unit IV

Advance interview dynamics : overview of case based and behavioural interview; skype and telephonic interview; techniques of handling tricky questions and possible answers- CAR (context, action and result), STAR (situation, task, action, result), elevator pitch; mock interviews

Unit V

Powerful presentations : importance and overview of powerful presentations; essentials of fruitful presentation; tips and tricks for using digital and oral presentation skills; crowd engagement and building topic awareness; understanding feedback mechanism

Unit VI

Life skills : time management – urgent important matrix, prioritization, scheduling and general time management tools; stress handling- managing performance stress, happiness and well-being, self-confidence and self-esteem; team building- understanding team dynamics, delegation and motivation, handling the challenges; reconditioning of thoughts- understanding thoughts, emotions and beliefs, results of behaviours and habits

References:

1. SOFT SKILLS FOR EVERYONE by JEFF BUTTERFIELD, CENGAGE LEARNING
2. PERSONALITY DEVELOPMENT AND SOFT SKILLS by BARUN K. MITRA, OXFORD UNIVERSITY PRESS
3. PERSONAL DEVELOPMENT FOR LIFE AND WORK by HAROLD R. WALLACE , ANN MASTERS, CENGAGE LEARNING