

## 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

