

PES509:SOFT SKILLS

L:2 T:2 P:0 Credits:4

Course Outcomes: Through this course students should be able to

- CO1 :: develop communication skills to meet interview requirements
- CO2 :: evaluate skills to match industrial expectations while designing CV
- CO3 :: apply skills and knowledge to ace interviews
- CO4 :: analyze subject knowledge and leadership abilities in group discussion
- CO5 :: make an online and offline impactful brand
- CO6 :: understand industry requirement and develop professional competencies

Unit I

Building Communication Skills : communication – verbal, nonverbal and paraverbal, active listening, engaging speaking skills, barriers to communication, designing an effective presentation and platform skills, grooming essentials during interview

Unit II

CV building : SWOT analysis, tips to create an effective CV, do's and don'ts of CV creation, tips to create ATS friendly CV, know your company, elevator pitch

Unit III

Interview Skills - I : pre-interview preparation, interview kit, interview etiquettes, types of interviews, answering techniques - STAR, CARL, SAR, WAR, profile-based interviews

Unit IV

Group Discussion : introduction to group discussions, idea generation techniques- SPELT, KWA, 5W's 1H, brainstorming, POPBEANS, types of group discussion topics, roles to play in a group discussion, do's and don'ts of group discussion

Unit V

Personal and Social Branding : introduction to self-branding, introduction to video CV and profile-based video CV, introduction to various platforms of branding- LinkedIn, GitHub, elements for creating an effective LinkedIn profile, using social media platforms constructively for self- branding

Unit VI

Workplace Etiquette : introduction to professional ethics, teamwork, attitude, email etiquette, empathy and decision- making

References:

1. SOFT SKILLS: KNOW YOURSELF AND KNOW THE WORLD by DR. K. ALEX, S Chand Publishing
2. PERSONALITY DEVELOPMENT AND SOFT SKILLS by BARUN K. MITRA, OXFORD UNIVERSITY PRESS
3. ACE OF SOFT SKILLS: ATTITUDE, COMMUNICATION AND ETIQUETTE FOR SUCCESS by GOPALASWAMY RAMESH, PEARSON