

Lovely Professional University, Punjab

Course Code	Course Title	Course Planner	Lectures	Tutorials	Practicals	Credits
PES316	SOFT SKILLS-I	19806::Manpreet Marwaha	1	2	0	3
Course Weightage	ATT: 15 CA: 30 ETP: 55	Exam Category: X6: Mid Term Exam: Not Applicable – End Term Exam: Practical				
Course Orientation	PLACEMENT EXAMINATION, PLACEMENT EXAMINATION(Mass Recruiters), SKILL ENHANCEMENT					

Course Outcomes :Through this course students should be able to

CO1 :: analyze need for career goal setting

CO2 :: articulate fluently with confidence

CO3 :: illustrate persuasive and negotiation skills

CO4 :: develop skills to meet the industry expectations

CO5 :: identify the importance of workplace standards

	Reference Books (R)		
Sr No	Title	Author	Publisher Name
R-1	SOFT SKILLS: KNOW YOURSELF AND KNOW THE WORLD	DR. K. ALEX	S Chand Publishing
R-2	PERSONALITY DEVELOPMENT AND SOFT SKILLS	BARUN K. MITRA	OXFORD UNIVERSITY PRESS
R-3	THE ACE OF SOFT SKILLS: ATTITUDE, COMMUNICATION AND ETIQUETTE FOR SUCCESS	GOPALASWAMY RAMESH AND MAHADEVAN RAMESH	PEARSON

Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Salient Features
RW-1	https://www.cnn.com/2012/05/15/Power-Dressing-for-Success.html	An article on the importance of power dressing.
RW-2	https://search.proquest.com/docview/1540082124?pq-origsite=gscholar	An article on self-assessment and industry expectations
RW-3	https://www.mindtools.com/pages/article/newTMC_05.htm	An article on how to do SWOT analysis.
RW-4	https://www.mindtools.com/page6.html	An article on personal goal setting.
RW-5	https://www.briantracy.com/blog/public-speaking/27-useful-tips-to-overcome-your-fear-of-public-speaking/	This article discussed tips on how to overcome fear of public speaking.
RW-6	https://www.forbes.com/sites/carolkinseygoman/2012/02/13/seven-tips-for-effective-body-language-on-stage/#602d5878536d	An article on showcasing effective body language on stage

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RW-7	https://www.indiatoday.in/education-today/featurephilia/story/group-discussion-272320-2015-11-10	An article on group discussion etiquette
RW-8	https://www.facebook.com/notes/placementplane/methods-of-idea-generation-in-group-discussions/224632414252146/	An article on different methods of generating ideas in a group discussion
RW-9	https://cavalier.in/ssb-tips/screening-test/ppdt	An article on picture perception and description test.
RW-10	https://content.wisestep.com/pre-interview-preparation/	An article on pre interview preparation.

Audio Visual Aids (AV)		
Sr No	(AV aids) (only if relevant to the course)	Salient Features
AV-1	https://www.youtube.com/watch?v=bbz2boNSeL0&t=22s	A video on stage handling skills
AV-2	https://www.youtube.com/watch?v=uINMjmfSH8	A video on how to generate points in a group discussion
AV-3	https://www.youtube.com/watch?v=L4N1q4RNi9I	A video on the importance of goal setting.
AV-4	https://www.youtube.com/watch?v=bm-cCn0uRXQ	An inspirational video on goal setting
AV-5	https://www.youtube.com/watch?v=kaCIycmx8NA	A video on importance of critical thinking
AV-6	https://www.youtube.com/watch?v=FIzqhQsTos4	A video to make a good first impression at job interview.

LTP week distribution: (LTP Weeks)	
Weeks before MTE	7
Weeks After MTE	7
Spill Over (Lecture)	3

Detailed Plan For Lectures

Week Number	Lecture Number	Broad Topic(Sub Topic)	Chapters/Sections of Text/reference books	Other Readings, Relevant Websites, Audio Visual Aids, software and Virtual Labs	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples

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Week 1	Lecture 1	Aspiration building(industry expectations, power dressing, self-assessment analysis (SWOT and Unique Selling Point), introduction to goal setting, portfolio building (github and website portfolio))	R-1 R-2 R-3	RW-1 RW-2 RW-3 RW-4 AV-3 AV-4	Introducing the students to the curriculum with a discussion on aspirations building. Meeting industry expectations and power dressing . Importance of self-assessment and goal setting. Discussion on portfolio building.	Students are able to get a deep insight into industry expectations and power dressing and. They are able to assess themselves using swot and unique selling point. They also understand the requirement to set a goal and building a Portfolio.	Zero lecture - Discussion on current affairs (5 min), importance of soft skills and course details (PPT) (15 min). Open house discussion on industry expectations and relatable power dressing(15 mins), describing the importance and process of self-assessment and goal setting (15 mins), demonstrating use of portfolio building (10 mins).	Bill Gates, Steve Jobs, Elon Musk, Jeff Bezos
Week 2	Lecture 2	Oral communication skills (stage handling skills, use of appropriate body language, verbal and non-verbal communication, para verbal communication, creativity, extempore)	R-1 R-2 R-3	RW-5 RW-6 AV-1	Discuss the importance of verbal, non-verbal and para-verbal communication and the art of applying creativity to make the presentation more impactful. The trainer elaborates the tips to score well in an extempore.	Students are able to learn the correct usage of verbal, non-verbal and para-verbal communication while handling the stage. They understand the importance of being creative in order to ensure an impactful delivery. They are able to learn the art of achieving well while performing in an extempore.	Discussion on Current affairs (5 mins), detailed discussion on different forms of communication-verbal, non-verbal and para-verbal (25 mins), the art of using creativity while handling the stage (15 mins) student query handling and mock demonstration by faculty regarding extempore (15 mins).	Dananjaya Hettiarachchi, Brian Tracy, Barack Obama
Week 3	Lecture 3				Presentation - Individual			

Week 4	Lecture 4	Group brainstorming(group discussion etiquette, ideation techniques- spelt, key word analysis, 5 why's, roles to be played in a group discussion, parliamentary discussion)	R-1 R-2 R-3	RW-7 RW-8 AV-2	The trainer displays the powerpoint presentation on group discussion etiquette and gives a detailed explanation of the ideation techniques. Demonstration of spelt, key word analysis, 5Why's with examples. Explanation of different roles to be played in a group discussion. The trainer throws light on parliamentary discussion and motivates students to participate in open forums.	Students are able to understand the basic group discussion etiquette and ideation techniques. Students are able to use spelt, key word analysis and 5Why's techniques while participating in a discussion. They start playing different roles while the group discussion is going on to make it more impactful. They participate in parliamentary discussion to generate view points.	Lecture 4: Discussion on Current Affair (5 mins), ppt assisted lecture on GD etiquette, ideation techniques- spelt, key word analysis, 5Why's (25 mins), detailed discussion with examples on roles to be played in a group discussion(15 mins), parliamentary discussion on common topic to generate collective view points (15 mins).	
Week 5	Lecture 5	Group brainstorming(group discussion etiquette, ideation techniques- spelt, key word analysis, 5 why's, roles to be played in a group discussion, parliamentary discussion)	R-1 R-2 R-3	RW-7 RW-8 AV-2	The trainer displays the powerpoint presentation on group discussion etiquette and gives a detailed explanation of the ideation techniques. Demonstration of spelt, key word analysis, 5Why's with examples. Explanation of different roles to be played in a group discussion. The trainer throws light on parliamentary discussion and motivates students to participate in open forums.	Students are able to understand the basic group discussion etiquette and ideation techniques. Students are able to use spelt, key word analysis and 5Why's techniques while participating in a discussion. They start playing different roles while the group discussion is going on to make it more impactful. They participate in parliamentary discussion to generate view points.	Lecture 4: Discussion on Current Affair (5 mins), ppt assisted lecture on GD etiquette, ideation techniques- spelt, key word analysis, 5Why's (25 mins), detailed discussion with examples on roles to be played in a group discussion(15 mins), parliamentary discussion on common topic to generate collective view points (15 mins).	
Week 6	Lecture 6				Group Discussion			
SPILL OVER								
Week 7	Lecture 7				Spill Over			
MID-TERM								

Week 8	Lecture 8	Critical thinking(caselets, huddle up group discussion, picture perception and description test)	R-1 R-2 R-3	RW-9 AV-5	The trainer elaborates the techniques to analyze and find major observations to solve a caselet . The trainer puts light on huddle up discussion as well as picture perception and description test.	Students gain the knowledge to solve caselets and learn the concepts of problem solving. They develop the art of participating in huddle up group discussion. Students start thinking critically while solving picture perception and description test.	Discussion on current affairs (5 mins), discussion on techniques to solve a caselet(20 mins), Mock practice and discussion on huddle up group discussion (15 mins). Mock demonstration of picture perception and description test (20 mins).	
Week 9	Lecture 9				Group Discussion - Case based			
Week 10	Lecture 10	Interview skills(pre interview preparation, interview etiquette, creating first impression, types of interviews answering technique, resume and digital footprint)	R-1 R-2 R-3	RW-10 AV-6	Discussion on pre interview preparation, interview etiquette. How to create positive first impression in an interview. Elaboration on different types of interviews- Face to face, Group interview, panel interview, behavioral interview. How to comprehend and justify the answer in an interview. Open house discussion on preparing impressive resume and digital profile.	Students are able to understand the importance of pre interview preparation and creating positive first impression. They learn etiquette to be displayed in an interview. Students understand different types of interviews and they are able to justify the answer by using different answering techniques. They make an impressive resume and digital profile to grab the attention of the interviewers.	Discussion on current affairs (5 mins), discussion on pre interview preparation (10 mins) interview etiquette (5 mins) creating first impression (10 mins). Elaboration of different types of interviews (10 mins), demonstration of answering techniques with examples (10 mins) open house discussion on resume and digital footprint (10 mins).	

Week 11	Lecture 11	Interview skills(pre interview preparation, interview etiquette, creating first impression, types of interviews answering technique, resume and digital footprint)	R-1 R-2 R-3	RW-10 AV-6	Discussion on pre interview preparation, interview etiquette. How to create positive first impression in an interview. Elaboration on different types of interviews- Face to face, Group interview, panel interview, behavioral interview. How to comprehend and justify the answer in an interview. Open house discussion on preparing impressive resume and digital profile.	Students are able to understand the importance of pre interview preparation and creating positive first impression. They learn etiquette to be displayed in an interview. Students understand different types of interviews and they are able to justify the answer by using different answering techniques. They make an impressive resume and digital profile to grab the attention of the interviewers.	Discussion on current affairs (5 mins), discussion on pre interview preparation (10 mins) interview etiquette (5 mins) creating first impression (10 mins). Elaboration of different types of interviews (10 mins), demonstration of answering techniques with examples (10 mins) open house discussion on resume and digital footprint (10 mins).	
Week 12	Lecture 12				Interview			
Week 13	Lecture 13	Corporate practices (telephonic and skype interviews, email etiquette, workplace management and manners)	R-1 R-2 R-3		Powerpoint presentation on how to crack a telephonic and skype interview, the etiquette to be followed. How to write professional emails and showcase proper etiquette while communicating via email at workplace. Discussion on managing the workplace and showcasing appropriate manners.	Students are able to display good etiquette on a telephonic or skype interview. They learn the art of sending professional emails and understand the importance of managing their workplace. They behave very well while showcasing good manners to remain in good books of their managers, colleagues and subordinates.	Discussion on current affairs (5 mins), powerpoint presentation on telephonic and skype interview (20 mins), elaboration on email etiquette (15 mins) open house discussion on workplace management and manners (10 mins), student query handling (10 mins).	
		SPILL OVER						
Week 14	Lecture 14				Spill Over			
Week 15	Lecture 15				Spill Over			

Scheme for CA:

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Component	Weightage (%)	Mapped CO(s)
Group Discussion	25	CO2, CO3, CO4
Group Discussion - Case based	25	CO2, CO3, CO4
Interview	25	CO1, CO2, CO3, CO4, CO5
Presentation - Individual	25	CO2, CO4

Details of Academic Task(s)

Academic Task	Objective	Detail of Academic Task	Nature of Academic Task (group/individuals)	Academic Task Mode	Marks	Allotment / submission Week
Group Discussion	To evaluate the students on group discussion skill.	Students participate in group discussion and trainer evaluates. Evaluation parameters- Analysis of the topic- 5 marks, coherence of content- 5 marks, language proficiency- 5 marks, interpersonal skills- 5 marks, body language- 5 marks, effective usage of group discussion vocabulary - 5 marks	Group	Offline	30	5 / 6
Group Discussion - Case based	To evaluate students' critical thinking and problem solving skills.	3 pointer Caselet/ incident analysis. Students will be divided into group of 3. Each group will be allotted a caselet for analysis and prepare a presentation based on the caselet answering following 3 points: 1. Understanding the case 2. Identifying the problem area 3. Suggesting probable solution and choosing the best alternative. Each student per group will get 2 mins to answer one of the above mentioned points. Parameters of evaluation: Critical Analysis- 10 Marks, mechanics- 5 marks, elocution- 5 marks, Kinesics- 5 Marks, confidence and enthusiasm- 5 marks	Group	Offline	30	8 / 9
Interview	To evaluate the students on interview skills	Students are interviewed individually and evaluated by the trainer. Evaluation parameters- Grooming and etiquette- 5 marks, language proficiency- 10 marks, comprehending the question and justification of answer- 10 marks, questions on curriculum vitae and its justification- 5 marks.	Individual	Offline	30	11 / 12
Presentation - Individual	To evaluate how effectively students present the topic given to them without any aids to presentation.	"Each student delivers a short oral presentation of 3 mins on a topic given to them. Parameters of evaluation- organization of content- 10 marks, elocution5 marks, kinesics- 5 marks, voice clarity- 5 marks, enthusiasm and confidence- 5 marks.	Individual	Offline	30	2 / 3

Plan for Tutorial: (Please do not use these time slots for syllabus coverage)

Tutorial No.	Lecture Topic	Type of pedagogical tool(s) planned (case analysis,problem solving test,role play,business game etc)
Tutorial1	Self assessment and Goal Setting	Discussion on current affairs (5 mins), Trainer conducts activity on self assessment mentioned in the trainer's manual (20 mins), activity debrief(5 mins), Trainer conducts activity on goal setting mentioned in the trainer's manual (20 mins) activity debrief(5 mins).
Tutorial2	Portfolio building	Discussion on current affairs (5 mins), Trainer conducts activity on portfolio building mentioned in the trainer's manual (40 mins), activity debrief(10 mins).
Tutorial3	Oral Presentation	Discussion on current affairs (5 mins), Trainer conducts activity on "captivating the audience", preparing an intriguing oral presentation mentioned in the trainer's manual (40 mins), activity debrief(10 mins).
Tutorial4	Oral Presentation	Discussion on current affairs (5 mins), Trainer conducts activity on "captivating the audience", preparing an intriguing oral presentation mentioned in the trainer's manual (40 mins), activity debrief(10 mins).
Tutorial5	Oral Presentation	Academic Task
Tutorial6	Oral Presentation	Academic Task
Tutorial7	Group Brainstorming	Discussion on current affairs (5 mins), Trainer conducts mock group discussions according to trainer manual "group discussion- 1"(40 mins), feedback session(10 mins).
Tutorial8	Group Brainstorming	Discussion on current affairs (5 mins), Trainer conducts mock group discussions according to trainer manual "group discussion- 1"(40 mins), feedback session(10 mins).
Tutorial9	Group Brainstorming	Discussion on current affairs (5 mins), Trainer conducts mock group discussions according to trainer manual "group discussion- 1"(40 mins), feedback session(10 mins).
Tutorial10	Group Brainstorming	Discussion on current affairs (5 mins), Trainer conducts mock group discussions according to trainer manual "group discussion- 1"(40 mins), feedback session(10 mins).
Tutorial11	Group Brainstorming	Academic Task
Tutorial12	Group Brainstorming	Academic Task
Tutorial13	Attitude Building	Discussion on current affairs (5 mins), Trainer conducts activity on attitude building according to trainer manual "Attitude Building I"(40 mins), feedback session(10 mins).
Tutorial14	Attitude Building	Discussion on current affairs (5 mins), Trainer conducts activity on attitude building according to trainer manual "Attitude Building II"(40 mins), feedback session(10 mins).

After Mid-Term		
Tutorial15	Critical Thinking	Discussion on current affairs (5 mins), Trainer conducts activity on incident/caselets analysis mentioned in the trainer's manual under critical thinking(40 mins), activity debrief(10 mins).
Tutorial16	Critical Thinking	Discussion on current affairs (5 mins), Trainer conducts activity on incident/caselets analysis mentioned in the trainer's manual under critical thinking(40 mins), activity debrief(10 mins).
Tutorial17	Critical Thinking	Academic Task
Tutorial18	Critical Thinking	Academic Task
Tutorial19	Interview Skills	Discussion on current affairs (5 mins), Trainer conducts a mock interview session according to trainer manual "Interview Skills- 1"(40 mins), feedback session(10 mins).
Tutorial20	Interview Skills	Discussion on current affairs (5 mins), Trainer conducts a mock interview session according to trainer manual "Interview Skills- 1"(40 mins), feedback session(10 mins).
Tutorial21	Interview Skills	Discussion on current affairs (5 mins), Trainer conducts a mock interview session according to trainer manual "Interview Skills- 1"(40 mins), feedback session(10 mins).
Tutorial22	Interview Skills	Discussion on current affairs (5 mins), Trainer conducts a mock interview session according to trainer manual "Interview Skills- 1"(40 mins), feedback session(10 mins).
Tutorial23	Interview Skills	Academic Task
Tutorial24	Interview Skills	Academic Task
Tutorial25	Corporate Practices	Discussion on current affairs (5 mins), Trainer conducts activity on telephonic and skype interview practice mentioned in the trainer's manual- "Corporate Practices- 1" (40 mins), activity debrief(10 mins).
Tutorial26	Corporate Practices	Discussion on current affairs (5 mins), Trainer conducts activity on email writing and workplace etiquette mentioned in the trainer's manual- "Corporate Practices- 2" (40 mins), activity debrief(10 mins).
Tutorial27	Recap	Discussion on current affairs(5 mins). Practice Group discussion and personal interview for End term practical examination(50 mins).
Tutorial28	Recap	Discussion on current affairs(5 mins). Trainer handles queries related to course (25 mins). Trainer takes course feedback from students(25 mins).