

PES316:SOFT SKILLS-I

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

Course Outcomes: Through this course students should be able to

- analyze need for career goal setting
- articulate fluently with confidence
- illustrate persuasive and negotiation skills
- develop skills to meet the industry expectations
- identify the importance of workplace standards

Unit I

Aspiration building : industry expectations, power dressing, self-assessment analysis (SWOT and Unique Selling Point), introduction to goal setting, portfolio building (github and website portfolio)

Unit II

Oral communication skills : stage handling skills, use of appropriate body language, verbal and non-verbal communication, para verbal communication, creativity, extempore

Unit III

Group brainstorming : group discussion etiquette, ideation techniques- spelt, key word analysis, 5 why's, roles to be played in a group discussion, parliamentary discussion

Unit IV

Critical thinking : caselets, huddle up group discussion, picture perception and description test

Unit V

Interview skills : pre interview preparation, interview etiquette, creating first impression, types of interviews answering technique, resume and digital footprint

Unit VI

Corporate practices : telephonic and skype interviews, email etiquette, workplace management and manners

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. THE ACE OF SOFT SKILLS: ATTITUDE, COMMUNICATION AND ETIQUETTE FOR SUCCESS by GOPALASWAMY RAMESH AND MAHADEVAN RAMESH, PEARSON