

## PESM508:SOFT SKILLS

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

**Course Outcomes:** Through this course students should be able to

CO1 :: identify and acquire traits and skills required in the corporate world.

CO2 :: make an effective resume and a digital profile to create a strong personal brand.

CO3 :: demonstrate effective group discussion skills with confidence

CO4 :: apply successful answering strategies during interviews

### Unit I

**Elevator Pitch** : Elements of self-projection, highlighting individual skills, traits, knowledge, and values during interviews, developing a positive mindset, SWOT Analysis, USPs (unique selling points)

### Unit II

**Professional profile** : Personal branding and its significance for a professional. Relevance in designing an impactful resume using action verbs, digital profiling for networking and career growth, tips for creating a video resume, professional grooming

### Unit III

**Presentation Skills** : Communication skills, elements of effective communication, presentation skills, overcoming stage fear, preparing KYC and conversation etiquette.

### Unit IV

**Group Discussion Techniques** : Difference between discussion and debate, idea generation (SPELT, KWA, POPBEANS, 5W's 1H, VAP), group interaction, group discussion etiquette, usage of phrases and statements to acknowledge group members' viewpoints, point generation techniques for effective contribution to the group discussion, practice sessions on current affairs, social, controversial, abstract and case based GD topics

### Unit V

**Interview Skills I** : Pre-interview preparation, understanding the interview process and employer expectations, countering CV-based interview questions, applying strategies to answer behavioral and situational-based interview questions

### Unit VI

**Interview Skills II** : Understanding the job role and preparing self-introduction as per the job descriptions, researching company profiles for preparation of an effective pitch during interviews, exploring professional online platforms for career progress and goal statements, mock interviews

### Text Books:

1. PERSONALITY DEVELOPMENT AND SOFT SKILLS by BARUN. K. MITRA, OXFORD UNIVERSITY PRESS

### References:

1. PERSONAL DEVELOPMENT FOR LIFE AND WORK by MASTERS WALLACE, CENGAGE LEARNING
2. SOFT SKILLS FOR EVERYONE by JEFF BUTTERFIELD, CENGAGE LEARNING