

PES319:SOFT SKILLS-II

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

Course Outcomes: Through this course students should be able to

- CO1 :: prepare CV keeping KYC in mind for better career prospects
- CO2 :: develop communication skills with guided practice
- CO3 :: use online branding to broaden industrial reach
- CO4 :: summarize answers with proper justification during an interview
- CO5 :: practice idea generation and articulate effectively during group discussions
- CO6 :: demonstrate professional ethics to meet corporate expectations

Unit I

Professional Attitude & CV Building : : Introduction to professional attitude, importance and tips for power dressing, KYC & JD discussion, CV building (ATS friendly CV).

Unit II

Developing Communication Skills : : Introduction to communication, types of communication, barriers to communication and tips and techniques to overcome it, non-verbal communication, para verbal communication, and the importance of active listening, oral presentation, and platform skills.

Unit III

Personal Branding : : Introduction to self-branding, ways to enhance personal branding (introduction to video CV and profiles, do's and don'ts of video CV), creating an impressive elevator pitch using USPs, introduction to various platforms of branding- LinkedIn, GitHub, and using social media platforms constructively for branding.

Unit IV

Interview Skills : : Interview preparation, pre-placement - etiquette and engagement, waiting room etiquette, re-cap of power dressing, and interview etiquette in online and offline scenarios, pre-placement talk etiquette, types of interviews, types of interview questions (Situational, Behavioural, CV justification) and various answering techniques(STAR, CARL), types of interview round (cultural fitment , MR, HM, HR) virtual interviews, do's and don'ts of virtual interviews, mock interviews.

Unit V

Group discussion : Introduction to group discussion, types of group discussion- including case-based, idea-generating techniques- SPELT, KWA, VAP, POPBEAN, SCAMPER, do's and don'ts of group discussion, group interaction, mock group discussion .

Unit VI

Corporate Expectations : : Importance of integrity, workplace ethics, introduction to email etiquette, meeting etiquette, efficient time management, and decision-making skills, (Planning, Preparation, and Practice)

References:

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

