

## PES318:SOFT SKILLS-I

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

CO1 :: understand attitude and its application in career progression

CO2 :: develop communication skills with guided practice

CO3 :: evaluate outcomes of applied ideas

CO4 :: demonstrate confidence and leadership qualities

CO5 :: employ corporate practices to match industrial expectation

CO6 :: articulate effectively in the interview

### Unit I

**Attitude Building** : introduction to different career pathways, understanding emotional intelligence and its key role in career and self-development, swot analysis, adapting to change, time management.

### Unit II

**Building Communication Skills** : oral communication and its importance, active listening, engaging speaking skills, barriers to communication, non-verbal communication and its importance, using para-verbal communication, introduction to virtual communication techniques.

### Unit III

**Personal and Social Branding** : introduction to self-branding, resume building, introduction to video CV and profiles, creating an impressive elevator pitch using USPs introduction to various platforms of branding- LinkedIn, GitHub, using social media platforms constructively for branding.

### Unit IV

**Group Discussion** : introduction to group discussions, idea generation techniques- SPELT, KWA, 5Ws 1H, brainstorming, POPBEANS, VAP, types of group discussion topics, picking the right strategy, virtual group discussion basics.

### Unit V

**Interview Skills** : interview preparation, pre-interview preparation, power dressing, know your company, interview etiquette in online and offline scenarios, types of interviews, virtual interview, answering techniques.

### Unit VI

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

### References:

1. SOFT SKILLS: KNOW YOURSELF AND KNOW THE WORLD by DR. K. ALEX, S Chand Publishing
2. 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