

PES314:SOFT SKILLS-I

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

Course Outcomes: Through this course students should be able to

- create a powerful impression through an effective curriculum vitae and LinkedIn profile
- develop effective communication skills and express themselves professionally
- practice and demonstrate group discussion skills
- demonstrate their knowledge and skills in an interview by comprehending the question and justifying the answers with confidence

Unit I

Grooming and etiquette : power dressing, social etiquette, business etiquette

Unit II

Impression management : motives, goal setting, self-presentation, face to face communication, computer mediated communication, art of impression management

Unit III

Communication skills : verbal, non-verbal and para-verbal communication, barriers to effective communication, elements of effective communication including listening skills, platform skills

Unit IV

Group discussion : meaning and importance of group discussion, skills required for an effective group discussion, types of group discussion, group discussion etiquette, roles in group discussion, mock group discussion

Unit V

Interview skills : pre-interview preparation, pre-placement talk etiquette, types of interview, competencies tested during an interview, interview questions, mock interviews

Unit VI

Professionalism : time management, team work

References:

1. PERSONALITY DEVELOPMENT AND SOFT SKILLS by BARUN K. MITRA, OXFORD UNIVERSITY PRESS
2. PERSONAL DEVELOPMENT FOR LIFE AND WORK by MASTERS WALLACE, CENGAGE LEARNING
3. SOFT SKILLS:KNOW YOURSELF AND KNOW THE WORLD by DR. K. ALEX, S Chand Publishing