

STS1011	Introduction to Soft skills	L	T	P	J	C
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Pre-requisite	None	Syllabus version				
		2.1				
Course Objectives:						
<ol style="list-style-type: none"> 1. To enhance the logical reasoning skills of the students and improve the problem-solving abilities 2. To strengthen the ability to solve quantitative aptitude problems 3. To enrich the verbal ability of the students 4. To help the students understand the importance of ethics and values 						
Expected Course Outcome:						
<ol style="list-style-type: none"> 1. Students will be able to solve problems of Quantitative Aptitude 2. Students will be introduced to Logical Reasoning questions 3. Students will learn the strategies to solve Verbal Ability questions 4. Understand the importance of ethics and values 						
Student Learning Outcomes (SLO):						
		10, 11, 12, 13				
Module:1	Lessons on excellence	10 hours				
Ethics and integrity						
<ol style="list-style-type: none"> 1. Importance of ethics in life 2. Intuitionism vs Consequentialism 3. Non-consequentialism 4. Virtue ethics vs situation ethics 5. Integrity - listen to conscience 6. Stand up for what is right 						
Change management						
<ol style="list-style-type: none"> 1. Who moved my cheese? 2. Tolerance of change and uncertainty 3. Joining the bandwagon 4. Adapting change for growth - overcoming inhibition 						
How to pick up skills faster?						
<ol style="list-style-type: none"> 1. Knowledge vs skill 2. Skill introspection 3. Skill acquisition 4. "10,000 hours rule" and the converse 						
Habit formation						
<ol style="list-style-type: none"> 1. Know your habits 2. How habits work? - The scientific approach 3. How habits work? - The psychological approach 4. Habits and professional success 5. "The Habit Loop" 6. Domino effect 						

7. Unlearning a bad habit Analytic and research skills. 1. Focused and targeted information seeking 2. How to make Google work for you 3. Data assimilation		
Module:2	Team skills	11 hours
Goal setting 1. SMART goals 2. Action plans 3. Obstacles -Failure management Motivation 1. Rewards and other motivational factors 2. Maslow's hierarchy of needs 3. Internal and external motivation Facilitation 1. Planning and sequencing 2. Challenge by choice 3. Full Value Contract (FVC) 4. Experiential learning cycle 5. Facilitating the Debrief Introspection 1. Identify your USP 2. Recognize your strengths and weakness 3. Nurture strengths 4. Fixing weakness 5. Overcoming your complex 6. Confidence building Trust and collaboration 1. Virtual Team building 2. Flexibility 3. Delegating 4. Shouldering responsibilities		
Module:3	Emotional Intelligence - L1	12 hours
Transactional Analysis 1. Introduction 2. Contracting, ego states 3. Life positions Brain storming 1. Individual Brainstorming 2. Group Brainstorming 3. Stepladder Technique 4. Brain writing 4. Crawford's Slip writing approach 5. Reverse brainstorming 6. Star bursting		

7.Charlette procedure		
8.Round robin brainstorming		
Psychometric Analysis		
1.Skill Test		
2.Personality Test		
Rebus Puzzles/Problem Solving		
1.More than one answer		
2.Unique ways		
Module:4	Adaptability	12 hours
Theatrix		
1.Motion Picture		
2.Drama		
3.Role Play		
4.Different kinds of expressions		
Creative expression		
1.Writing		
2.Graphic Arts		
3.Music		
4.Art and Dance		
Flexibility of thought		
1.The 5'P' framework (Profiling, prioritizing, problem analysis, problem solving, planning)		
Adapt to changes(tolerance of change and uncertainty)		
1.Adaptability Curve		
2. Survivor syndrome		
Total Lecture hours:		45 hours
Text Book(s)		
1.	<u>Chip Heath</u> , <u>How to Change Things When Change Is Hard (Hardcover)</u> ,2010,First Edition,Crown Business.	
2.	<u>Karen Kindrachuk</u> , Introspection, 2010, 1 st Edition.	
3.	<u>Karen Hough</u> , The Improvisation Edge: Secrets to Building Trust and Radical Collaboration at Work, 2011, Berrett-Koehler Publishers	
Reference Books		
1.	<u>Gideon Mellenbergh</u> , A Conceptual Introduction to Psychometrics: Development, Analysis and Application of Psychological and Educational Tests,2011, Boom Eleven International.	
2.	<u>Phil Lapworth</u> , An Introduction to Transactional Analysis, 2011, Sage Publications (CA)	

Mode of Evaluation: FAT, Assignments, Projects, Case studies, Role plays, 3 Assessments with Term End FAT (Computer Based Test)