

## Syllabus: Interpersonal Skills

### Course Content

- Introduction to personality development: significance, theories, success vs failure concepts.
- Attitude and motivation: Development of Positive attitude and concepts of motivation.
- Communication Skills: Introduction, types and presentations
- Personal competence and maturity: Developing Rapport, criticism and Leadership Qualities. • Self-Management and Employability Quotient.

### Reference:

1. Interpersonal Skills: The Theory and Practice of Interpersonal Communication by Stephen W. Littlejohn and Karen A. Foss
2. Interpersonal Skills in Organizations by Suzanne C. de Janasz and Karen O. Dowd
3. Interpersonal Skills: How to Improve Your Communication Skills for Leadership and Management by Ian Tuhovsky
4. Interpersonal Skills: A Guide to Professional Communication by Ranjit Singh

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