

## **HU 425 Soft Skills Development**

Contact Hours- 04 (per week)

Examination Duration- 03

Credits- 04 (L:3+T:1)

**Objective:** To prepare students for the workplace by acquainting them with essential soft skills requirements in professional domain.

**Pedagogy:** Lectures/Class Room Discussion/Self Study/ Assignments

### **Course Contents**

#### **UNIT-I: Introduction to Soft Skills:**

Concept and principles, Skills of Language: Listening, Speaking, Reading and Writing (LSRW), Presentation Skills, Time Management Skills

#### **UNIT-II: Essentials Soft Skills:**

Soft Skills: Type of Soft Skills, Self-management Skills, Conflict resolution Skills, Aiming for Excellence: Developing Potential and Self actualization

#### **UNIT-III: Soft Skills and Communication:**

Decorum of language, Gestures and Postures, Phone Etiquette, Communication across the hierarchies, Essential Protocols of communication

#### **UNIT- IV: Activities and Assignments:**

Practice of soft skills in a professional space, Presentations on the dos and don'ts of soft skills, Peer-group behave our in speech and demonstration

### **Suggested Readings:**

1. Butterfield, Jeff. *Soft Skills for Everyone*. Delhi: Cengage Learning, 2011.
2. Mitra, Barun. *Personality Development and Soft Skills*. Delhi: Oxford University Press, 2012.
3. Rao, MS. *Soft Skills: Enhancing Employability: Connecting Campus with Corporate*. Delhi: I K International Publishing House, 2011.
4. Ramesh, Gopalswami. *The Ace of Soft Skills: Attitude, Communication and Etiquette for Success*. Delhi: Pearson, 2013.
5. Pillai, Sabina and Agna Fernandez. *Soft Skills and Employability Skills*. UK: Cambridge University Press, 2017.
6. Alex, K. *Soft Skills*. Delhi: S Chand & Company, 2014.