



Certificate Course on Soft Skills and Personality Development

Learning Objectives:

‘Soft skills’ play a crucial role in retaining the success, in climbing further, in achieving excellence, in experiencing fulfilment and in overall development of personality. ‘Personality’ is the first thing that is noticed in any field. The course aims to cause awareness about the significance of soft skills and impactful personality in personal as well as professional life. The course aims to enable the students to develop and improve the skills like effective use of English for communication, effective business correspondence, impressive presentation, leadership, team-building, time-management, active role in group discussions, impressive performance in interviews, self-awareness and confidence building etc...The course also aims to help students in career-visioning and planning, effective resume-writing, dealing with placement consultants and head hunters. Our institute runs this course from 2016 and students who successfully clear the course, receive a Course Certificate from the institution.

Duration of Course: Two Months----Four Days a Week

Eligibility: Any student who has got admission in this institution in B.A. or B.Com.

Total Seats: 45

Syllabus

Unit-I

Introduction to Soft-Skills-Personal Skills: Knowing Oneself/Self-Discovery-Confidence Building- Defining Strengths- Developing Positive Attitude- Thinking Creatively-Improving Perceptions -Forming Values.

Unit-II

Interpersonal and Social Skills: Understanding others-Developing Inter-personal relationship-Team Building-Group dynamics-Networking-Problem-solving.

Unit-III

Communication Skills: Art of Listening-Art of Speaking-Art of Reading-Art of Writing-Art of Writing E-mails: Email etiquette

Unit-IV

Corporate Skills: Working with others- Developing a proper body language-behavioural etiquettes and mannerism- Time Management –Stress Management

Unit-V

Job-hunting skills: Writing Resume/CV- Interview skills-Group discussion-Mock interview-Mock GD-Goal Setting-Career Planning

Text Books:

Meena K and V. Ayothi (2013) A Book on Development of Soft Skills (Soft Skills: A Road Map to Success), P. R. Publishers & Distributors, No. B-20 & 21, V. M. M Complex, Chatiram Bus Stand, Tiruchirappalli-620002. (Phone No: 0431-2702824 Mobile No.: 9443370597, 9843074472)

Alex K. (2012) Soft Skills-Know Yourself & Know the World, S. Chand & Company LTD, Ram Nagar, New Delhi-110055. Mobile No.: 9442514814 (Dr.K.Alex)

Co-ordinator: Prof. V M Parmar and Prof. S P Prajapati