

Syllabus for Soft Skill & Personality Development

Program Outcome

You may have an elaborate set of hard skills such as coding, design, web development, editing, or management abilities as an employee. But hard skills are considered technical knowledge in a particular field and are insufficient to sustain in the workplace. You need soft skills to maintain interpersonal relationships with your colleagues and move upward in the hierarchy in your department and the organization. The best soft skills include critical thinking ability, problem-solving strategies, creativity, emotional quotient, and attitude toward other employees.

The importance of soft skills in the workplace is often underestimated. But they are essential to sharpen hard skills. Many organizations provide soft skills training to their employees. It creates an inspirational environment and encourages employees to improve their interpersonal skills.

Importance of Soft Skills

- 1. Career progression and promotion**
- 2. The modern workplace is interpersonal**
- 3. Customers and clients demand soft skills**
- 4. Improve your workplace productivity**
- 5. The future workplace will rely on soft skills**
- 6. Build professional relationships**
- 7. Soft skills are hard to automate**
- 8. Soft skills are in optimum demand by recruiters**
- 9. Complement your hard skills**
- 10. Make well-rounded hiring decisions**
- 11. Showcase your desire to work long term**
- 12. Increase your self-confidence**

Semester-1

1 Soft skills

Introduction

What are soft skills

Need for soft skills

2 Personality development

What is personality

Types of personality

Personality development

Elements of personality development

SWOT analysis

Goal setting

Creativity

Human values

3 Communication skills

Introduction

Meaning

Purpose of communication

Process of communication

Key elements of communication

Characteristics of effective communication

Tools of communication

Verbal communication

Listening skills

Speaking skills

Non-verbal communication

Dealing with conflict

Barriers to communication

Overcoming barriers

4 Interpersonal relationships

Introduction

Importance of interpersonal relationship skills

Types of interpersonal relationships

Uses of interpersonal relationship skills

Factors affecting interpersonal relationships

How to accommodate different styles

Consequences of interpersonal relationships

5 Basic Grammars

Tenses

Prepositions

Pronunciation

Letter Writing

Semester-2

1 Teambuilding

Introduction

Importance of human relations

What is a team

Understanding behaviour

Comfort zones

Stepping stones to assertiveness

Getting to win/win

Assertiveness building blocks

Characteristics of high performance teams

Self-questionnaire

2 Leadership

Introduction

Meaning of leadership

Importance of leadership

Leadership relationship

Approaches to leadership

Task, team and individual functions

Functions and responsibilities of leadership

Styles of leadership

3 Time management

Introduction

How do you manage time?

4 Presentation skills

Introduction

Process

Examples of presentation language

5 Managing stress

Introduction

What is stress

Recognizing stress

Acknowledging stress

Common signs of stress

Tackling the problem

6 Basic Grammars

Tenses

Prepositions

Pronunciation

Letter Writing

Semester-3

1 Thinking skills

Introduction

Core thinking skills

Categories of thinking

2 Problem solving

Introduction

Need for problem solving

Skills for problem solving

Process of problem solving

Stages of problem solving

Methods of problem solving

3 Decision making

Introduction

Features

Scope

Purpose

Types

Process

4 Employment communication

Introduction

Writing CV(curriculum vitae)

Interview

5 Workplace etiquette

Introductions

Behaviour at work

Personal etiquette

Using office utilities and resources

Travel etiquette

6 Basic Grammars

Tenses

Prepositions

Pronunciation

Letter Writing