

**3/4 B.Tech. SIXTH SEMESTER
SOFT SKILLS**

CE6L3

Credits: 0

PRACTICE: 2periods/week

Pre-requisites: Nil

Learning objective:

- To enhance holistic development of students and improve their employability skills to make them Industry ready.

Course outcomes:

By the end of the course students should be able to:

1. Develop inter & intra personal skills and be an effective goal oriented team player.
2. Develop communication and problem solving skills.
3. Develop Group and team thinking skills.
4. Develop as professionals with idealistic, practical and moral values.
5. Mould as Future Industry Leaders by improving Personal and Professional effectiveness.

UNIT I

SELF ANALYSIS Inter & Intrapersonal skills, Situation description of Interpersonal Skill. SWOT Analysis, Who am I, Attributes, Importance of Self Confidence, Self Esteem. Attitude, Factors influencing Attitude, Challenges and lessons from Attitude. Change Management Exploring Challenges, Risking Comfort Zone, Managing Change. Behavioral Styles, Being Assertive. Responsibility Vs accountability, Sense of Ownership.

UNIT II

MOTIVATION Factors of motivation, Intrinsic & Extrinsic Motivators. Self motivation techniques. Goal setting: Wish List, SMART Goals, Blue print for success, Short Term, Long Term, Life Time Goals. Time Management: Value of time, Diagnosing Time Management, Weekly Planner To do list, Prioritizing work. Creativity: Out of box thinking, Lateral Thinking, Saying No, Dealing with the Ramble, Responding to Criticism. Emotional Intelligence: What is Emotional Intelligence, emotional quotient? Why Emotional Intelligence matters, Emotion Scales. Case studies and discussions.

UNIT III

Team Work, Stages of team formation, Necessity of Team Work Personally, Socially and Educationally. Leadership Vs Management: Types of leadership styles, Skills to be a good manager and good Leader, Assessment of Leadership Skills, Understanding the relationship between Leadership Networking & Team work, Realizing Ones Skills in Leadership, Networking & Team Work, Stress Management: Causes of Stress and its impact, how to manage & distress, Understanding the circle of control, Stress Busters. Decision Making: Importance and necessity of Decision Making, process of Decision Making, Practical way of Decision Making, Weighing Positives & Negatives. Case studies, Situation reaction tests.

UNIT IV

PROFESSIONAL COMMUNICATION An Overview of Professional Communication, Essential Professional Communication Skills Tools of communication, levels of communication, Verbal Communication: Oral & written communication (Listening, Speaking, Reading & writing). Non verbal Communication: Body language. Activities to improvise Listening, Reading, Speaking & writing. Public Speaking: elements, Do's & Don'ts. Group discussions: Types, Skills assessed, Types of discussion topics, SPELT approach, Keyword approach, VAP. E-mail etiquette, Telephone etiquette, work etiquette. Grooming.

UNIT V

RESUME BUILDING

5 Principles of Resume Building, Resume Vs Curriculum Vitae, Different Formats of Resume, Do's & Don'ts of Resume, how to face Interviews, Standard Interview questions, SRT, Mock Interviews.

PRESENTATION ASSESSMENT

A practical and activity oriented course which has a continuous assessment based on class room interaction, activities etc.,

Related Activities:

- Activity to know the importance of Inter Personal and Intra Personal Skills and its relevance in the work environment and for career.
- Analysis of Individual strengths and weaknesses, opportunities and threats with regard to employability skills.
- Assertiveness Development : Case Study and Role Plays
- Goal Setting: Success Story Case Study and Practice
- Ice Breakers: Focus on Career Needs.
- Attitude and Team Development Work out.
- Mock group discussion & assessment based on g.d evaluation sheet given by corporate
- Presentation of one's own work. Eg Corporate Information – Profile of Company.
- Self Introduction Activity (Interview Focus).
- Telephonic Interview Mock Rounds.
- Leadership Development: Situation Reaction Tests.

Reference books:

1. The ACE of softskills by Gopalaswamy Ramesh & Mahadevan Ramesh –Pearson Goal – Eliyahu Goldratt.
2. Working with Emotional Intelligence - David Goleman.
3. Developing Communication Skills by Krishna Mohan and Meera Banerji; MacMillan India Ltd., Delhi
4. Essentials of Effective Communication, Ludlow and Panthon; Prentice Hall of India.
5. Krishna Mohan and Meenakshi Raman (2000) Effective English Communication, Tata McGraw Hill, New Delhi.
6. Business Communication for managers: An advanced approach, by Penrose, Cengage learning.
7. Soft Skills: Meenakshi Raman.
8. Soft Skills : Guru Murthy.
9. Articles from popular magazines, news papers, technical journals, samples from industries and case studies.