

Course Code	Course Title	C	H	I	E	T
17U6KSM6	Soft Skills	2	30	25	75	100
<b>Learning Objectives</b>						
To gain knowledge on concept of soft skills and its attributes						
To understand the concept of body language Team building and group discussion						
To get better exposure to prepare CV and to face interviews confidently						
To sensitise the concept of stress management and time management.						
<b>Learning Outcomes:</b> Comprehensive knowledge on soft skills, confidence to face interview and preparation of CV independently and ability cope up with time and stress management.						

## Unit I

### Introduction to Soft Skills

Meaning – Importance of soft skills – Attributes regarded as soft skills – Knowing yourself – Process of knowing yourself – SWOT analysis – Benefits of SWOT analysis.

## Unit II

### Team Building and Group Discussion

Team Building - Introduction – Meaning – Aspects of team building – Skills needed for teamwork – A model of team building – Team Vs Group – Characteristics of effective team – Role of a team leader – Role of team member.

Group discussion – Meaning – Need – Types of Group discussion – Skills required in a Group discussion – Traits tested in a Group discussion – Group discussion etiquette – Areas to be concentrated while preparing for a group discussion – Techniques to initiate a Group discussion.

## Unit III

### Body Language and Etiquette

Body Language - Introduction – Voluntary and involuntary body language – Body language in building interpersonal relations – Body language in building industrial relations – Types of body language – Gender differences – Female interest and body language.

Etiquette – Introduction – Modern etiquette – Benefits of etiquette – Classification of etiquette manners.

## Unit IV

### Preparing CV/ Resume and Interview Skills

Preparing CV/ Resume – Meaning – Difference among Bio Data, CV and Resume – The purpose of CV writing – Types of Resume.

Interview Skills - Introduction – Need – Types of interview – Interview panel – Post-interview etiquette – Dress code at interview.

## Unit V

### Time Management and Stress Management

Time Management – Introduction – The 80:20 rule – Time management matrix – Analysis of time matrix.  
Stress Management – Introduction – Effects of stress – Kinds of stress – Sources of stress – Behaviour identified with stress – Stress Management Tips.

**Book for Study**

Dr. K. Alex, *Soft Skills*, S.Chand, New Delhi.

**Books for Reference**

1. Dr. H.R. Appannaiah, *Soft Skills for Business*, Himalaya Publications, Mumbai.
2. <http://swayam.gov.in/course/3772-soft-skills>.