

Department of Commerce

Prof. Rajendra Singh (Rajju Bhaiya) University, Prayagraj

Vocation Course: Soft Skills Development

Credits:03

Course Code: I010014T

MM:100

Objectives:

- To encourage all round development of the students by focusing on soft skills
- To make the students aware of critical thinking and problem-solving skills
- To develop leadership skills and organizational skills through group activities
- To function effectively with heterogeneous teams

Course Outcomes:

By the end of the program students should be able to

- Memorize various elements of effective communicative skills
- Interpret people at the emotional level through emotional intelligence
- apply critical thinking skills in problem solving
- analyze the needs of an organization for team building
- Judge the situation and take necessary decisions as a leader
- Develop social and work-life skills as well as personal and emotional well-being

UNIT – I

Know Thyself / Understanding Self Introduction to Soft skills, Self-discovery Developing positive attitude, Improving perceptions, Forming values.

UNIT – II

Interpersonal Skills/ Understanding Others Developing interpersonal relationship, Team building, group dynamics, Networking, Improved work relationship. Time management & Stress management.

UNIT – III

Communication Skills / Communication with others - Art of listening, reading, speaking, writing, writing e-mails & e mail etiquette. Corporate Skills / Working with Others Developing body language- Practicing etiquette and mannerism.

UNIT – IV

Selling Self / Job Hunting Writing resume/CV - interview skills - Group discussion - Mock interview - Mock GD – Goal setting - Career planning.

Suggested Reading:

1. Personality Development and Soft Skills (English, Paperback, Mitra Barun K.)Publisher: Oxford University Press; Pap/Cdr edition (July 22, 2012)
2. Personality Development and Soft Skills: Preparing for Tomorrow, Dr Shikha KapoorPublisher : I K International Publishing House; 0 edition (February 28, 2018)
3. Alex K. (2012) Soft Skills – Know Yourself & Know the World, S. Chand & Company LTD, Ram Nagar, New Delhi- 110055.