

**III B.TECH - II SEMESTER
SOFT SKILLS COURSE**

Course Code: ME6L3

Lecture: ---

Lab Practice: 1 period/week

Credits: --

Internal assessment: --

Semester end examination: --

COURSE OBJECTIVES:

- To introduce them to various higher traits of personality.
- To introduce personality patterns.
- To enable the students to mould themselves into full-fledged individuals with holistic personality. To enable them to develop a broad outlook and refined culture.

COURSE OUTCOMES:

Upon the completion of this course the student will be able to get:

- Self-motivation
- Professionalism
- Cultural adaptability
- Personal quality enhancement

Pre –Requisites: Personality development

I. SELF ESTEEM

Self-esteem and self-image.

Turn failure into success.

SELF IMPROVEMENT:

Self-confidence.

Goal setting.

Action plan.

II. IMAGE BUILDING

What is image.

Behavior.

Importance of etiquette.

Positive traits to acquire.

Negative traits to avoid.

III. MEETING SKILLS.

Types of meetings.

Conducting the meetings

IV. CROSS CULTURALISM.

Understanding other cultures

Respecting differences

Adaptability to multiculturalism.

V. EMPOWERING AND INFLUENCING

Delegating

Mentoring

Leadership

INNORATION

Need for change

Continuous improvement.

SELF MANAGEMENT

Balancing life and work

Emotional balance

Learning Resources

Reference Books:

1. Master Wallace, "Peronal development for life and work" ,Cengage Publications (10th edition)
2. J.K .Pillalamarri , "Practical personality & development", Scitech Publications.
3. A.H. Maslow , "Motivation & personality", Pearson Publications