

3/4 B.Tech - SIXTH SEMESTER

EC6L4

Personality Development & Soft Skills

Credits: --

Lecture: 2 periods/week

Tutorial/Lab: --

Internal assessment: --

Semester end examination: --

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

Learning Outcomes:

Student will be able to:

- To develop inter & intra personal skills and be an effective goal oriented team player.
- To develop communication and problem solving skills.
- To Develop Group and team thinking skills.
- To develop as professionals with idealistic, practical and moral values.
- To re-engineer attitude and understand its influence on behavior.
- To 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: 5Principles 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.

Learning Resources

Text Books:

1. The ACE of softskills by Gopaldaswamy Ramesh & Mahadevan Ramesh –Pearson

References:

1. Working with Emotional Intelligence - David Goleman.
2. Developing Communication Skills by Krishna Mohan and Meera Banerji; MacMillan India Ltd.,Delhi