

Course Title: Professional Skill Development

Course Code	: 17BA3LI	Internal Marks	: 50
Lab/Practice	: Lab	Contact Periods	: 2
Year/Semester	: II year/I semester	Credits	: 1

Course Objectives

This course seeks:

1. To improve the competence and the evaluative capabilities of students through improved personal effectiveness.
2. To enhance the ability of employee's in appropriate and effective study skills for better decision making.
3. To identify short and long-term career and personal plans and aspirations and work towards these by establishing realistic development plans involving relevant activities.
4. To help students succeed in personal, professional and social goals and activities and in searching out and selecting appropriate learning resources of all types for improved team performance.

Course Outcomes

Upon completion of this course, students will be able to:

1. Design, organize, and evaluate short and long term processes.
 2. Solve problems and make decisions effectively.
 3. Evaluate multiple perspectives and points of view.
 4. Apply academic knowledge in practical and creative ways.
 5. Demonstrate critical thinking, reflective listening and effective reasoning skills.
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1. **Creative Games** - Business Representative – Best from Waste-Innovative Introductions.
 2. **Decision Making** - Mind Games, Puzzles, Ethical Dilemmas, Trouble Shooting, Case Studies.
 3. **Entrepreneurial activity** – Start up (Creation of a Business Model).
 4. **Business Quiz** - Business Plans - Brand Product - Advertise a Service - Go Green, Group Discussions – Public Speaking – Just A Minute – Stress Interview.
 5. **Team Building Games**: Hi-Tech Consumer – CEO talk – Self Appraisal.

References

1. Barun K. Mitra, "Personality Development & Soft Skills", Oxford Uni. Press, 2011.
2. Bradley J. Sugars, "Instant Team Building", McGraw-hill Companies, New Delhi, 2005.
3. Desmond A. Dabreo, "Group Discussion and Team Building", BYB, New Delhi.
4. Jeff Butterfield, Soft skills for Everyone, Cengage learning, New Delhi, 2012.
5. John Newstrom, "The Big Book of Team Building Games", Tata McGraw Hill Education Private Limited, 2004
6. Narayana Reddy, "Entrepreneurship", Cengage learning", New Delhi, 2010.
7. Rajeev Roy, "Entrepreneurship", Oxford University Press, New Delhi, 2010.
8. Shoba Rao, "Soft Skills for Positive Traits", Tata McGraw Hill Publishing Co. Ltd, New Delhi.