ENHANCING SOFT SKILLS AND PERSONALITY

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Department of Humanities and Social Sciences
IIT Kanpur

TYPE OF COURSE : Rerun | Elective | UG/PG
COURSE DURATION : 8 weeks (15 Feb’ 21 - 09 Apr’ 21)
EXAM DATE : 24 Apr 2021

PRE-REQUISITES : No prerequisite is required. Background knowledge of MOOC Course on "Developing Soft Skills and Personality" is preferred. "Developing Soft Skills and Personality" course was also recognized as FDP during Aug-Oct’18 Period.

INTENDED AUDIENCE : Students, Teachers, Professionals, Trainers, Leaders, Employers

INDUSTRIES APPLICABLE TO : All industry/companies/organisations will recognize and value this course and recommend this for their employees and trainee programs.

COURSE OUTLINE :

The course aims to cause an enhanced awareness about the significance of soft skills in professional and interpersonal communications and facilitate an all-round development of personality. Hard or technical skills help securing a basic position in ones life and career. But only soft skills can ensure a person retain it, climb further, reach a pinnacle, achieve excellence, and derive fulfillment and supreme joy. Soft skills comprise pleasant and appealing personality traits as self-confidence, positive attitude, emotional intelligence, social grace, flexibility, friendliness and effective communication skills. The focus of this course is on interpersonal and management skills.

ABOUT INSTRUCTOR :
Prof. T. RAVICHANDRAN is presently a Professor of English in the Department of Humanities and Social Sciences at the Indian Institute of Technology Kanpur, Uttar Pradesh, India. He has written about fifty research articles/book chapters, supervised six doctoral theses, edited a special issue on Cyberpunk Literature for the Creative Forum Journal, and published a book on Postmodern Identity. He is a recipient of the Fulbright-Nehru Academic and Professional Excellence Fellowship (2014-15) for his research/teaching at Duke University, North Carolina, USA. He is honored with Champa Devi Gangwal Chair Professorship at IIT Kanpur. In his distinguished twenty-five years of teaching career, he has taught various courses in English Language and Literature. His NPTEL Video and Web courses on Communication Skills are well-acknowledged nationally and internationally. His NPTEL MOOC on Developing Soft Skills and Personality became hugely popular and well-received by about fifteen thousand participants from India and abroad.

COURSE PLAN :

Week 1 :
Highlights of Developing Soft Skills and Personality Course-1-24 • Highlights of Developing Soft Skills and Personality Course-25-48 • Definitions and Types of Mindset • Learning Mindsets • Secrets of Developing Growth Mindsets

Week 2 :
Importance of Time and Understanding Perceptions of Time • Using Time Efficiently • Understanding Procrastination • Overcoming Procrastination • Don’t Say "Yes" to Make Others Happy!

Week 3 :
Types of People • How to Say “No” • Controlling Anger • Gaining Power from Positive Thinking-1 • Gaining Power from Positive Thinking-2

Week 4 :
What Makes Others Dislike You? • What Makes Others Like You?-1 • What Makes Others Like You?-2 • Being Attractive-1 • Being Attractive-2

Week 5 :
Common Errors-1 • Common Errors-2 • Common Errors-3 • Common Errors-4 • Common Errors-5

Week 6 :
Humour in Communication • Humour in the Workplace • Function of Humour in the Workplace • Money and Personality • Managing Money

Week 7 :
Health and Personality • Managing Health-1: Importance of Exercise • Managing Health-2: Diet and Sleep • Love and Personality • Managing Love

Week 8 :
Ethics and Etiquette • Business Etiquette • Managing Mind and Memory • Improving Memory • Care for Environment • Highlights of the Course