

NOC:Soft Skill Development - Video course

COURSE OUTLINE

While hard skills teach us what to do, soft skills tell us how to apply our hard skills in a social environment. The focus of the course is to develop a wide variety of soft skills starting from communication, to working in different environments, developing emotional sensitivity, learning creative and critical decision making, developing awareness of how to work with and negotiate with people and to resolve stress and conflict in ourselves and others.

The uniqueness of the course lies in how a wide range of relevant issues are raised, relevant skills discussed and tips for integration provided in order to make us effective in workplace and social environments. The key areas addressed are conversation skills, group skills, persuasion skills, presentation skills, critical and creative thinking, emotional skills, positive thinking and vocational skills.

COURSE DETAIL

WeekNo.	Topics
1.	Communication skills 1: the basics Topics to be covered: i. Understanding the communicative environment-I ii. Understanding the communicative environment-II iii. What to listen for and why iv. When to speak and how v. Starting and sustaining a conversation
2.	Communication skills 2 : presentation and interaction Topics to be covered: i. What to present and how – I ii. What to present and how – II iii. Multimedia presentation: Understanding the basics iv. Communication styles v. Speaking in groups
3.	Communication skills 3: visual, nonverbal and aural communication.
4.	Interpersonal communication 1: individuals, groups and cultures.
5.	Interpersonal communication 2: emotional and social skills.
6.	Developing key traits 1: creativity, critical thinking and problem solving.



NP-TEL

NPTEL

<http://nptel.ac.in>

Humanities and Social Sciences

Pre-requisites:

Basic knowledge in communication and a good understanding of English

Coordinators:

Prof. D. Suar
Department of
Humanities and
Social Science IIT
Kharagpur

**Prof. Priyadarshi
Patnaik**
Department of
Humanities and
Social Science IIT
Kharagpur

Prof. V.N. Giri
Department of
Humanities and
Social Science IIT
Kharagpur

7.	Developing key traits 2: motivation, persuasion, negotiation and leadership.	
8.	Essential and vocational skills: survival strategies.	