SOFT SKILLS

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TYPE OF COURSE : Rerun | Elective | UG | PG
COURSE DURATION : 12 weeks (26 Jul’21 - 15 Oct’21)
EXAM DATE : 24 Oct 2021

INTENDED AUDIENCE : BE/B.Sc/B.A, ME, M.Sc./M.A, Ph.D, Open to everyone desirous of honing one’s employability skills
PRE-REQUISITES : Basic knowledge of reading and writing English.
INDUSTRIES APPLICABLE TO : Can be useful to all major companies, such as L&T, BHEL, NBCC, NTPC, WIPRO, INFOSYS, and other organizations where HR has a crucial role.

COURSE OUTLINE :
Soft Skills, a buzz word today has attracted the attention of students, professionals and entrepreneurs all over the world. Employability, being the major concern today, every individual aims at getting coveted jobs. Employability today is commensurate with proving multiple skills in varied situations in a fast changing world. Hence, everyone aspiring for jobs today has to prove one's mettle in various situations where one requires to be armed with different skills, which, collectively come under Soft Skills. One may be armed with good competence of one's subject but one cannot compete with his peer groups unless one has the potential of performance. Performance can be ensured with the demonstration of certain abilities that can help a professional communicate, corroborate, convince, evaluate and look into the continuing as well as the upcoming trends of the corporate world from time to time.

ABOUT INSTRUCTOR :
Binod Mishra, a faculty in the Department of HSS, IIT Roorkee has an experience of teaching English at various levels. He has to his credit 20 books and more than hundred articles in different reputed journals and books. His MOOC course on Soft Skills has been received well by learners. He has delivered a good number of invited talks in various conferences and symposiums. Besides being a teacher and researcher, Dr. Mishra is also the Vice Chairman of Association for English Teachers of India, the largest body of English teachers. Prior to this, he had also been the two times Editor-in Chief of Indian Journal of English Studies, one of the oldest journals of English language and literature.

COURSE PLAN :

Week 01 : Introduction to Soft Skills, Aspects of Soft Skills, Effective Communication Skills, Classification of Communication, Personality Development.
Week 02 : Positive Thinking, Telephonic Communication Skills, Communicating Without Words, Paralanguage.
Week 03 : Proxemics, Haptics: The Language of Touch, Meta-communication, Listening Skills, Types of Listening.
Week 04 : Negotiation Skills, Culture as Communication, Organizational Communication.
Week 05 : Communication Breakdown, Advanced Writing Skills, Principles of Business Writing, Types of Business Writing.
Week 09 : Leadership Skills, Group Discussion, Group Discussion, Meeting Management, Adaptability & Work Ethics.