



SOFT SKILLS

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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. The course aims at creating awareness among the stock holders of the corporate world in which the role of individuals as team players and also as responsible leaders materializes to a great extent. The course, with its interactive and need based modules, will address various challenges of communication as well as behavioural skills faced by individuals at workplace and organizations in bridging the gaps through effective skills of interviews, group discussions, meeting management, presentations and nuances of drafting various business documents for sustainability in today's global world.

ABOUT INSTRUCTOR :

Prof. Binod Mishra, presently a professor in the Department of HSS, IIT Roorkee, has been teaching English for more than two decades at various levels. He has to his credit 25 books and more than a hundred articles published in different reputed journals and books. Learners from all across the country have well received his MOOC courses on Soft Skills and Effective Writing. He has also addressed the participants in around a hundred invited talks at various conferences and symposiums. Besides being an engaging teacher and a competent researcher, Dr Mishra is also a passionate poet. Currently, he is the Vice Chairman of the Association for English Teachers of India, the largest body of English teachers. Before this, he had twice been the Editor-in-Chief of the Indian Journal of English Studies, one of the oldest English language and literature journals.

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 06 : Business Letters, Business Letters: Format and Style, Types of Business Letter

Week 07 : Writing Reports, Types of Report, Strategies for Report Writing, Evaluation and Organization of Data.

Week 08 : Structure of Report, Report Style, Group Communication Skills.

Week 09 : Leadership Skills, Group Discussion, Group Discussion, Meeting Management, Adaptability & Work Ethics.

Week 10 : Advanced Speaking Skills, Oral Presentation, Speeches & Debates, Combating Nervousness, Patterns & Methods of Presentation, Oral Presentation: Planning & Preparation.

Week 11 : Making Effective Presentations, Speeches for Various Occasions, Interviews, Planning & Preparing (Part I): Effective Resume, Planning & Preparing (Part II): Effective Resume .

Week 12 : Facing Job Interviews, Emotional Intelligence & Critical Thinking, Applied Grammar.