



# INTERPERSONAL SKILLS

**PROF. SMITA JHA**

Department of Humanities and Social Sciences  
IIT Roorkee

**TYPE OF COURSE** : New | Core\_Elective | PG/UG

**COURSE DURATION** : 8 weeks (29 Jul'19 - 23 Aug'19)

**EXAM DATE** : 29 Sep 2019

**INTENDED AUDIENCE** : Under graduate and post graduate engineering students and post graduate science students

**INDUSTRIES APPLICABLE TO** : Almost all corporate sector employee will value this course including sales professionals, business leaders and educators. This course is useful for students as well as for housewives.

**COURSE OUTLINE :**

The proposed course is a program to enhance personality to deal with the various problems of a professional world. Soft skills are becoming increasingly vital to employers as it has become very competitive to survive in a business world. Be it team spirit, communication skills or being a quick-thinker, expressing and demonstrating the right soft skills can make hopeful applicants stand out from the crowd. This course will also focus on pronunciation so as to make one's speech impressive. To excel in a job one surely needs a repertoire of technical skills. This course has been designed to meet all the requirements.

**ABOUT INSTRUCTOR :**

Prof. Smita Jha is currently working as faculty of English language and literature in the Department of Humanities & Social Sciences, Indian Institute of Technology, Roorkee. She has done M.A. in English (Gold Medalist) from Bihar University, Bihar. She has done Post graduate diploma in teaching English from CIEFL, Hyderabad. Prof. Smita Jha has more than 23 years of teaching experience both at UG and PG level. She has developed course on Neurolinguistics for the first year B.Tech students, She is running Linguistics as elective for the 3rd and the 4th year B.Tech students. She has published more than 50 papers in refereed journals. She has also written books on divers topics like nativization of English prose, partition literature etc. Her research areas are Linguistics, Indian writing in English, World Literature, Contemporary Literary Theory, ELT. She has supervised seven research scholars on various aspects of literature.

**COURSE PLAN :**

**Week 1** : Introduction to Interpersonal skills with pronunciation and communicative skills

**Week 2** : Introduction to Body language as part of communicative skills

**Week 3** : Introduction to group dynamics and group effectiveness and leadership

**Week 4** : Various steps to give a successful oral presentation

**Week 5** : Time Management with Negotiation

**Week 6** : Creativity and Problem Solving Skills

**Week 7** : Stage Freight & Death by PowerPoint

**Week 8** : Making Decision & Emotional Intelligence with Group Discussion