

Value added Course on

Soft Skills : Communication & Inter-personal Skills MBAVAC001)

Program Objectives

- (1) Aims to increase learner's soft skills attribute that enhances an individual interactions, and job performance.
- (2) The objective of the program is to inculcate potential skills in the learners to prepare them to deal with the external world in a collaborative manner, communicate effectively, take initiative, solve problems, and demonstrate a positive work ethics so as to hold a good impression and positive impact.

Course Content

Module I

Introduction to Soft Skills, people skills, emotional intelligence, personality traits and communication skills.

Module II

Presentation Skills, the body of the talk, conclusion. Activity related with presentation skills.

Module III

Time Management Skills, the ability to set goals, focus, organize, prioritize, communicate and delegate

Body Language and etiquettes. Leader interpersonal and influence skills.

Module IV

Group Discussion and interview skills, Life Skills, Creative Thinking, Critical Thinking, self-awareness, empathy, cognitive abilities.

Module V

Team Work, adaptability, Interpersonal Skills. Stages in the development of soft skills. Mastering soft skills for workplace success.

Text Books

- (1) Soft Skills, Manmohan Joshi, Worldwide University.
- (2) Soft Skills and Personality Development, Chandramohan Singh, Himalaya publishing house.