

## **Certificate course on Soft Skill and Personality**

### **Syllabus**

#### **Learning Objective**

The soft skills training provides strong practical orientation to the students and helps them in building and improving their skills in communication, the effective use of English, business correspondence, presentations, team building, leadership, time management, group discussions, interviews, and interpersonal skills. This training also helps students in career visioning and planning, effective resume writing and dealing with placement consultants and headhunters.

#### **Module – I**

**Personal Skills:** Knowing oneself- confidence building- defining strengths- thinking creatively- personal values-time and stress management.

#### **Module – II**

**Social Skills:** Appropriate and contextual use of language- non-verbal communication- interpersonal skills- problem solving.

#### **Module – III**

**Personality Development:** Personal grooming and business etiquettes, corporate etiquette, social etiquette and telephone etiquette, role play and body language.

#### **Module – IV**

**Presentation skills:** Group discussion- mock Group Discussion using video recording - public speaking.

#### **Module – V**

**Professional skills:** Organisational skills- team work- business and technical correspondence- job oriented skills-professional etiquettes.

#### **Resource Person:**

1. Neenu Joseph
2. Sajana K Mohammed  
Meera Jaya Balan