

**DEPARTMENT OF BUSINESS ADMINISTRATION OFFERED**

**CERTIFICATE COURSE ON SOFT SKILL DEVELOPMENT**

**MES COLLEGE MARAMPALLY**

# CERTIFICATE COURSE ON SOFT SKILL DEVELOPMENT

## SYLLABUS

### Learning Objective

Today's World is all about relationship, communication and presenting oneself, one's ideas and the company in the most positive and impactful way. This course intends to enable students to achieve excellence in both personal and professional life.

### Unit I

Know thyself/Understanding self

Introduction to Soft Skills – Self discovery-Developing positive attitude- Improving perceptions- Forming values.

### Unit II

Interpersonal Skills/ Understanding Others

Developing interpersonal relationship- Team building – group dynamics- Net working – Improved work relationship

### Unit III

Communication skills/ Communication with others

Art of listening – Art of reading- Art of speaking- Art of writing – Art of writing e-mails- e-mail etiquette

### Unit IV

Corporate Skills/ Working with Others

Developing body language- practicing etiquette and mannerism- Time management- Stress management

### Unit V

Selling self/ Job Hunting

Writing resume/ cv- interview skills- group discussion- mock interview- Mock GD- Goal setting- Career planning

### TEXT BOOKS:

Meena K and V. Ayothi (2013) A Book on Development of Soft Skills (Soft Skills: A road Map to Success), P.R Publishers & Distributors, No, B-20 & 21, V.M.M Complex, Chatiram Bus Stand, Tiruchirappalli- 620 002. (phone No: 0431-2702824; Mobile No: 94433 70597, 98430 74472)

Alex K. (2012) Soft Skills – Know Yourself & Know the World, S.Chand & Company LTD, Ram Nagar, New Delhi-110055.

Mobile No: 94425 14814 (Dr.K.Alex)

#### **REFERRED BOOKS:**

- **Developing the leader within you John c Maxwell**
- **Good to Great by *Jim Collins***
- **The seven habits of highly effective people Stephen Covey**
- **Emotional Intelligence Daniel Goleman**
- **You can Win Shive Khera**
- **Principle centred leadership Stephen Covey**

#### **RESOURCE PERSONS**

- 1. Dr. Sopna V Muhammed**
- 2. Adv. Mohanraj T P**
- 3. Mr. Ahmad Jimshad**
- 4. Ms. Divya R Pillai**
- 5. Mrs. keerthana vijayan**