

# NOC:Developing Soft Skills and Personality - Video course

## COURSE OUTLINE

The course aims to cause a basic awareness about the significance of soft skills in professional and inter-personal communications and facilitate an all-round development of personality. Hard or technical skills help securing a basic position in one's life and career. But only soft skills can ensure a person retain it, climb further, reach a pinnacle, achieve excellence, and derive fulfilment and supreme joy. Soft skills comprise pleasant and appealing personality traits as self-confidence, positive attitude, emotional intelligence, social grace, flexibility, friendliness and effective communication skills.

## COURSE DETAIL

Week	Topics
1.	Self-Assessment; Identifying Strength & Limitations; Habits, Will-Power and Drives; Developing Self-Esteem and Building Self-Confidence, Significance of Self-Discipline
2.	Understanding Perceptions, Attitudes, and Personality Types
3.	Mind-Set: Growth and Fixed; Values and Beliefs
4.	Motivation and Achieving Excellence; Self-Actualisation Need; Goal Setting, Life and Career Planning; Constructive Thinking
5.	Communicating Clearly: Understanding and Overcoming barriers



NP-TEL

NPTEL

<http://nptel.ac.in>

## Humanities and Social Sciences

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6.	Active Listening; Persuasive Speaking and Presentation Skills
7.	Conducting Meetings, Writing Minutes, Sending Memos and Notices; Netiquette: Effective E-mail Communication; Telephone Etiquette
8.	Body Language in Group Discussion and Interview

### References:

Dorch, Patricia. *What Are Soft Skills?* New York: Execu Dress Publisher, 2013.

Kamin, Maxine. *Soft Skills Revolution: A Guide for Connecting with Compassion for Trainers, Teams, and Leaders.* Washington, DC: Pfeiffer & Company, 2013.

Klaus, Peggy, Jane Rohman & Molly Hamaker. *The Hard Truth about Soft Skills.* London: HarperCollins E-books, 2007.

Petes S. J., Francis. *Soft Skills and Professional Communication.* New Delhi: Tata McGraw-Hill Education, 2011.

Stein, Steven J. & Howard E. Book., *The EQ Edge: Emotional Intelligence and Your Success.* Canada: Wiley & Sons, 2006.