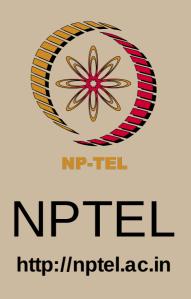
NOC: Developing Soft Skills and Personality - Video course

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.



Humanities and Social Sciences

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	

Coordinators:

Dr. T. Ravichandran

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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	
Referen	ces:	
Dorch, Patricia. <i>What Are Soft Skills?</i> New York: Execu Dress Publisher, 2013. Kamin, Maxine. <i>Soft Skills Revolution: A Guide for Connecting</i> <i>with Compassion for Trainers, Teams, and Leaders.</i> Washington, DC: Pfeiffer & Company, 2013. Klaus, Peggy, Jane Rohman & Molly Hamaker. <i>The Hard Truth</i> <i>about Soft Skills.</i> London: HarperCollins E-books, 2007. Petes S. J., Francis. <i>Soft Skills and Professional</i> <i>Communication.</i> New Delhi: Tata McGraw-Hill Education, 2011. Stein, Steven J. & Howard E. Book., <i>The EQ Edge: Emotional</i> <i>Intelligence and Your Success.</i> Canada: Wiley & Sons, 2006.		

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http://nptel.ac.in