



HUMANITIES & SOCIAL SCIENCES

ENHANCING SOFT SKILLS & PERSONALITY



PROF. T. RAVICHANDRAN

Department of Humanities and Social Sciences
IIT Kanpur

TYPE OF COURSE : Rerun | Elective | UG/PG
PRE - REQUISITES : Developing Soft Skills and Personality

COURSE DURATION : 8 weeks (25 Feb'19 - 19 Apr'19)

EXAM DATE : 27 Apr 2019

INDUSTRY SUPPORT : All industry/companies/organisations will recognize and value this course and recommend this for their employees and trainee programs.

INTENDED AUDIENCE : Students, Teachers, Professionals, Trainers, Leaders, Employers

COURSE OUTLINE :

The course aims to cause an enhanced 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. (The focus of this course is on interpersonal and management skills.)

ABOUT INSTRUCTOR :

Prof. T. Ravichandran is presently a Professor of English in the Department of Humanities and Social Sciences at the Indian Institute of Technology Kanpur, Uttar Pradesh, India. He has written about fifty research articles/book chapters, supervised six doctoral theses, edited a special issue on Cyberpunk Literature for the Creative Forum Journal, and published a book on Postmodern Identity. He is a recipient of the Fulbright-Nehru Academic and Professional Excellence Fellowship (2014-15) for his research/teaching at Duke University, North Carolina, USA. He is honored with Champa Devi Gangwal Chair Professorship at IIT Kanpur. (In his distinguished twenty-five years of teaching career, he has taught various courses in English Language and Literature. His NPTEL Video and Web courses on Communication Skills are well-acclaimed nationally and internationally. His NPTEL MOOC on Developing Soft Skills and Personality became hugely popular and well-received by about fifteen thousand participants from India and abroad.)

COURSE PLAN :

- Week 1** : Highlights of Developing Soft Skills and Personality Course-1-24; Highlights of Developing Soft Skills and Personality Course-25-48; Definitions and Types of Mindset; Learning Mindsets; Secrets of Developing Growth Mindsets
- Week 2** : Importance of Time and Understanding Perceptions of Time; Using Time Efficiently; Understanding Procrastination; Overcoming Procrastination; Don't Say "Yes" to Make Others Happy!
- Week 3** : Types of People; How to Say "No"; Controlling Anger; Gaining Power from Positive Thinking-1; Gaining Power from Positive Thinking-2
- Week 4** : What Makes Others Dislike You?; What Makes Others Like You?-1; What Makes Others Like You?-2 ; Being Attractive-1, 2
- Week 5** : Common Errors-1,2,3,4,5
- Week 6** : Humour in Communication; Humour in the Workplace; Function of Humour in the Workplace; Money and Personality; Managing Money
- Week 7** : Health and Personality; Managing Health-1: Importance of Exercise; Managing Health-2: Diet and Sleep Love and Personality; Managing Love
- Week 8** : Ethics and Etiquette; Business Etiquette; Managing Mind and Memory; Improving Memory; Care for Environment; Highlights of the Course