

Subject Code: 1MS3010406	Subject Title: Personality Development and Soft Skills II
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1. Course Overview

Soft Skills enable people to navigate their environment, work well with others, perform well and achieve their goals. This course will cover aspects of Leadership, Problem Solving & Decision Making, Group Discussion, CV Preparation and Interview Skills - enabling students develop and imbibe the soft skill traits which are needed and helpful in the practical world. It will help in bridging the gap between skill requirements of the employer and the competency of the students. This course intends to enhance the employability of students.

2. Course Objectives

After the course, participants

- Would be able to inculcate, integrative thinking for effective leadership.
- Would be able to solve complex, difficult and intractable problems and create effective and innovative solutions.
- Would be able to formulate problem solving skills and make appropriate and responsible decisions.
- Would be able to face group discussions and interviews confidently.
- Would be able to develop broad career plans, evaluate the employment market, identify the organizations to get good placement, match the job requirements and skill sets.
- Would be able to explore and identify career opportunities considering their own potential and aspirations.
- Would be able to acquire career skills and pursue a successful career path.

3. Teaching Scheme (Hours per week)

Lecture (Hrs.)	Tutorial	Practical	Credit	University Total Assessment	Continuous Assessment	Total
3	1	-	4	60	40	100

4. Syllabus:

Module No.	Contents	Total Hours	Weight
1	Leadership Skills Leadership and its importance Key characteristics of an effective leader Leadership styles 7 Habits of Highly Effective Leaders	12	25%
2	Problem Solving and Decision Making Skills Identifying and Defining problems Solving the problem Identifying and assessing alternative resolutions in Decision Making Thinking critically; Group Decision making Six Thinking Hats method.	11	25%
3	Group Discussion Skills Meaning and methods of Group Discussion Importance of Group discussion Preparation for group discussion Procedure of Group Discussion Guidelines.	11	25%
4	Employability Quotient Resume Vs CV building. Exploring career opportunities. Interview and its types. Preparation for the interview Stages of the interview Guidelines.	11	25%

5. Suggested Readings

Text Book:

Author /s	Publication	Title
Peter, Francis.	New Delhi: Tata McGraw Hill. 2012. Print	Soft Skills and Professional Communication.
Stephen R.Covey	-	The 7 Habits of Highly Effective People

Edward De Bono	-	Six Thinking Hats
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Reference Books:

Author /s	Publication	Title
B.N.Ghosh	McGraw Hill India, 2012	Managing Soft Skills for Personality Development
S.P.Dhanavel	Orient Blackswan India, 2010	English and Soft Skills
Sherfield, R. M.; Montgomery, R.J. and Moody, P, G.	(2010) 4 th ed. New Delhi: Pearson	Developing Soft Skills.
Jeff Butterfield.	Cengage learning	Soft Skills for Everyone.
Fredrick H. Wentz	-	Soft skills Training – A workbook to develop skills for employment.
Barun K. Mitra	Oxford University Press	Personality Development and Soft skills.

6. Evaluation Scheme

Sr. No.	Component	Weight
1	University Examination * For the written examination, the open book examination may be opted by the paper setter appropriately	60%

2	Internal Assessment -Depending on the need and objectives of the subject, internal assessment should include minimum three of the following sub-components; <i>Class Test, Quiz, Assignments, Case Presentation, Class Participation, Projects, Team/Individual Assignments.</i> -The weightage of a sub-component should not exceed 50% of internal assessment component weight. -The bifurcation of sub-components shall be communicated by the instructor before commencement of the academic sessions.	40%
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