

Branch Name:	MANAGEMENT
Program Code:	MS301
Course Name:	Personality Development and Soft Skills II
Course Code:	2MS3010406T
Pre-requisite Course:	Soft skill development

Course Objectives:

- 1) To re-engineer attitude and understand its influence on behaviour, Read on Soft skills and their importance in our lives
- 2) Determine Communication styles-types with examples, perception of each type of communication, quiz
- 3) Focus on various communication skills/listening/ stress management, to develop communication and problem solving skills, To develop inter personal skills and be an effective goal oriented team player.
- 4) Explain Etiquette-social and corporate-Types, Presentation skills, Interview techniques etc.
- 5) To inculcate, integrative thinking for effective leadership
- 6) To solve complex, difficult and intractable problems and create effective and innovative solutions.
- 7) To develop professionals with idealistic, practical and moral values.

Teaching and Examination Scheme:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture (L)	Tutorial (T)	Practical (P)	Credit	Theory (Marks)		Practical (Marks)		Total Marks
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
4	-	-	4	60	40	-	-	100

Subject Contents:

Sr No.	Topic	Total Hours	Weightages (%)
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%

Text Books:

Sr. No.	Books
1	Soft Skills and Professional Communication by Peter, Francis. New Delhi: Tata McGraw Hill. 2012. Print
2	SOFT SKILLS, 2015, Career Development Centre, Green Pearl Publications .

Reference Books:

Sr. No.	Books
1	Covey Sean, Seven Habits of Highly Effective Teens, New York, Fireside Publishers, 1998
2	Carnegie Dale, How to win Friends and Influence People, New York: Simon & Schuster, 1998.
3	Thomas A Harris, I am ok, You are ok , New York-Harper and Row, 1972
4	Daniel Coleman, Emotional Intelligence, Bantam Book, 2006
5	Soft skills & Life skills: The dynamics of success by Nishitesh and Dr. Bhaskara Reddy
6	Soft Skills by Dr. Alex
7	Managing Soft skills-K. by R Lakshminarayan and T. Murugavel
8	The Ace of Soft skills by Gopalswamy Ramesh and Mahadevan Ramesh
9	Soft Power: An introduction to Core & Corporate soft skills by Anitha Arunima
10	How to talk to Anyone, Anytime, Anywhere by Larry King
	Bhatnagar Nitin and Mamta Bhatnagar, Effective Communication and Soft Skills: Strategies for Success, Pearson Education, New Delhi, 2011

List of Open Source Software/learning website:

1. <https://www.youtube.com/watch?v=1Evwgu369>
2. <https://psychology-tools.com/empathy-quotient/>
3. <https://www.saylor.org/2019/07/blog-get-resume-ready-with-our-new-professional-development-courses-feat-leadership-teams/?gclid=CjwKCAjw7p6aBhBiEiwA83fGumv-lhiQYAMrtxYTMkkzGaxKcnofl8ekAKiuwxhWNYBrpwQHkyR9zhoCpSQQA vD BwE>
4. <https://shantisahyog.org/skilldevelopment/?gclid=CjwKCAjw7p6aBhBiEiwA83fGuhyc6a3uabN3bCFhS1Br12cuMMZGv1hs-gpymgc940Xewr9V9d6QRBoCL3cQA vD BwE>

Course Learning Outcomes (CLO): On completion of this course, the students will be able to:

CLO	Description	Bloom's Taxonomy Level
CLO1	Developing effective communication skills among students.	6 Create
CLO2	Inculcating the soft skills in theoretical and practical ways.	5 Evaluate
CLO3	Learning about the essential factors for personality development and bringing them into practice.	1 remember 2 understand
CLO4	Create understanding of the non-verbal forms of communication.	3 Apply 4 Analyze 6 Create
CLO5	Involving students in adapting the techniques of personality development.	2 understand 6 Create
CLO6	How to write a letter & a good précis?	3 Apply 5 Create
CLO7	To Create technical skills for Resume Vs CV building.	2 Understand 5 Create

Mapping of CLOs with Pos & PSOs

Course	Program Outcomes(POs)								Program Specific Outcomes(PSOs)	
Learning Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CLO1	M	H	H			L				
CLO2	H		H	L						
CLO3	M	H	H							
CLO4	H		H							
CLO5	M	H				L				
CLO6	M		L							
CLO7	H	H	H		L					

H: High, M: Medium, L: Low
