



S.S.T. College of Arts & Commerce

(Affiliated to University of Mumbai, Mumbai) Ulhasnagar - 421 004, Dist. Thane.

VALUE ADDED COURSE

SOFT SKILLS - II

ABOUT THE COURSE

"Soft Skills - II" is an intermediate-level course that aims to build upon the foundational soft skills acquired in the introductory course. The course is designed to further enhance and polish a diverse range of essential soft skills that are vital for personal and professional development.

Course Code :- VASS005

Duration of the course:- 32 Hours

Eligibility :- Any student learning in a first year degree programme of any stream.

Medium of Instruction :- English

Objective:- To make them aware that for achieving success one needs to have good communication skills, should have a quick decision maker and so on.

LEARNING OUTCOME

By the end of the course student shall be able

1. Understand the significance and essence of a wide range of soft skills.
2. Learn how to apply soft skills in a wide range of routine social and professional settings
3. Learn how to employ soft skills to improve interpersonal relationships.
4. Learn how to employ soft skills to improve employability and ensure workplace and career success.

Module 1

Interview Skills: Interviewer and Interviewee-in-depth perspectives. Before, During and After the Interview. Tips for success.

Presentation Skills: Types, content, Audience analysis, Essential Tips - Before, During and After, Overcoming Nervousness.

Time Management: Concept, Essential, Tips.

Module 2

Decision Making and problem-Solving Skills: Meaning, Types and Models, Group and Ethical Decision - Making, Problems and Dilemmas in application of these skills.

Thinking: Types of thinking (Rational, Logical, Critical, Lateral etc.), errors in thinking, Partialism, Time Scale, Egocentricity, Prejudice, Adversary Thinking.

Conflict Management: Conflict- Definition, Nature, Types and Causes; Methods of Conflict Resolution

Module 3

Leadership and Assertiveness Skills : A good Leader; Leaders and Managers; Leadership Theories; Types of Leaders; Leadership Behaviour; Assertiveness Skills.

Emotional Intelligence: Meaning, History, Features, Components, Intrapersonal and Management Excellence; strategies to enhance emotional Intelligence.

Stress Management: Stress - Definition, Nature, Types, Symptoms and Causes; Stress analysis Models and Impact of stress ; Measurement and Management of stress.

Module 4

Listening Skills: importance of listening skills, Obstacles to listening, Cultivating Good listening skills

Reading Skill Acquiring reading – Reading Development – methods teaching – Reading difficulties

Preparation of CV and writing Job Application letter