



Sree Narayana Mangalam College Maliankara
(Affiliated to Mahatma Gandhi University, Kottayam)

SYLLABUS: Certificate Course on
SOFT SKILL DEVELOPMENT

Sree Narayana Mangalam College
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SOFT SKILL DEVELOPMENT

Course Overview:

Learning Objective Today's World is all about relationship, communication and presenting oneself, one's ideas and the company in the most positive and impactful way. This course intends to enable students to achieve excellence in both personal and professional life.

Duration of the course: 30 Hours (Theory)

Unit I

Know you/Understanding self Introduction to Soft Skills – Self discovery-Developing positive attitude-Improving perceptions- Forming values. (8 Hours)

Unit II

Interpersonal Skills/ Understanding Others Developing interpersonal relationship- Team building – group dynamics- Net working – Improved work relationship (7 Hours)

Unit III

Communication skills/ Communication with others Art of listening – Art of reading- Art of speaking- Art of writing – Art of writing e-mails- e-mail etiquette (5 Hours)

Unit IV

Corporate Skills/ Working with Others Developing body language- practicing etiquette and mannerism- Time management- Stress management Unit V Selling self/ Job Hunting Writing resume/ CV- interview skills- group discussion- mock interview- Mock GD- Goal setting- Career planning (10 Hours)

TEXT BOOKS:

Meena K and V. Ayothi (2013) A Book on Development of Soft Skills (Soft Skills: A road Map to Success), P.R Publishers & Distributors, No, B-20 & 21, V.M.M Complex, Chatiram Bus Stand, Tiruchirappalli- 620 002. (phone No: 0431-2702824; Mobile No: 94433 70597, 98430 74472) Alex K. (2012) Soft Skills – Know Yourself & Know the World, S.Chand & Company LTD, Ram Nagar, New Delhi-110055. Mobile No: 94425 14814 (Dr.K.Alex)