

Sl. No.:

Subject Code:

GOVERNMENT ARTS COLLEGE (AUTONOMOUS) KARUR-05
ALL UG COURSES – V SEMESTER – PART - IV
(For the candidates admitted from the year 2016 - 2017 onwards)

SOFT SKILLS DEVELOPMENT
Course Outcomes

On completion of the course, student will be able to–

- Effectively communicate through verbal/oral communication and improve the skills of listening, speaking and writing effectively
- Grab knowledge on internet and etiquettes of emails.
- Actively participate in group discussion / meetings / interviews and prepare bio-data/curriculum vitae & deliver presentations.
- Become more effective individual through goal/target setting, self-motivation and practicing creative thinking.
- Achieve in Team work – Learning to connect and work with others to achieve a set task, Inter-personal relationships and leadership quality.
- Acquire employability skills – time and resource management, conflict resolution, teaching and mentoring others

UNIT- I Know Thyself/Understanding Self
Introduction to Soft Skills-Self discovery-Developing positive attitude-
Improving perceptions-Forming values.

UNIT- II Interpersonal Skills/Understanding Others
Developing interpersonal relationship-Team building-group dynamics-
Net working-Improved work relationship.

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.

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.

Text Book:

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, Thiruchirappalli - 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 - 110 055.

Mobile No: 94425 14814 (Dr.K. Alex)

Reference Books

- (i) Developing the leader within you John c Maxwell**
- (ii) Good to Great by Jim Collins**
- (iii) The seven habits of highly effective people Stephen Covey**
- (iv) Emotional Intelligence Daniel Goleman**
- (v) You can win Shive Khera**
- (vi) Principle centred leadership Stephen Covey.**