

## PES318:SOFT SKILLS-I

L:1 T:2 P:0 Credits:3

**Course Outcomes:** Through this course students should be able to

- CO1 :: recognize industry needs and develop professional ethics
- CO2 :: apply communication skills to meet interview requirement
- CO3 :: understand attitude and its application in career progression
- CO4 :: construct online and offline branding to amplify presence in the market
- CO5 :: evaluate skills, abilities, and interests to match the industrial expectation
- CO6 :: analyze the topic knowledge and assess leadership qualities

### Unit I

**Engineering Soft Skills** : introduction to soft skills and its significance, importance of grooming, interpersonal communication, adaptability, time management and teamwork

### Unit II

**Communication Skills** : introduction to communication skills, verbal communication, non-verbal communication, para verbal communication, barriers to communication , techniques and tips to improve communication, how to strike a social conversation

### Unit III

**Know yourself** : understand self-evaluation technique –PLOT, creating a SMART goal sheet and designing an action plan

### Unit IV

**Personal branding** : introduction to self-branding, various platform for self-branding, offline branding(CV building-elements of creating an effective CV), online branding ( GitHub, LinkedIn, video CV overview-with respect to job description)

### Unit V

**Interview Skills** : essentials of pre-interview preparation- placement kit, prerequisite for grooming during interview, types of interviews, interview answering techniques, interview etiquette for online interviews and face to face interview

### Unit VI

**Group Discussion** : introduction to group discussions, idea generation techniques- SPELT, KWA, brainstorming, POPBEANS, VAP, types of group discussion topics, picking the right strategy, do's and don'ts of group discussion, types of group discussion

### References:

1. SOFT SKILLS: KNOW YOURSELF AND KNOW THE WORLD by DR. K. ALEX, S Chand Publishing
2. 2. PERSONALITY DEVELOPMENT AND SOFT SKILLS by BARUN K. MITRA, OXFORD UNIVERSITY PRESS
3. THE ACE OF SOFT SKILLS: ATTITUDE, COMMUNICATION AND ETIQUETTE FOR SUCCESS by GOPALASWAMY RAMESH AND MAHADEVAN RAMESH, PEARSON

