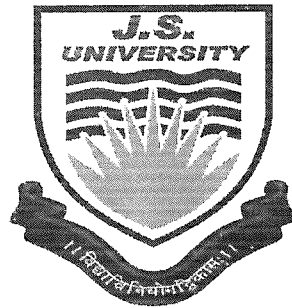


J.S. University, Shikohabad

Established by UP Govt. Act No. 07 of 2015


Recognized by U.G.C. under section 2 (f) of Act-1956



Value Added Course

(Soft skills)

Faculty of Management

	J.S. University, Shikohabad	Value Added Course
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J.S. University, Shikohabad
Faculty of MANAGEMENT

Value Added Course

AY: 2020 (ODD SEM)

Syllabus Outline

Module I

Introduction to Soft Skills

Oral/spoken communication skill & testing - voice and accent, voice clarity, voice modulation & intonation, word stress, etc. 5Ws & 1H & 7Cs for effective Communication, Development Etiquette and manners, Oral/spoken communication skill & testing - voice and accent, voice clarity, voice modulation & intonation, word stress, etc. Components of Effective Communication - Conviction, confidence & enthusiasm, listening. Communication Process & Handling them, Listening-It's Importance, Good & Bad Listening, Body Language, Attitude (Positive and Negative Attitude), Good Personality

Module II

Self-Management

Self Evaluation, Self Discipline. Self Criticism, Recognition of one's own limits and deficiencies, Independency
Thoughtful & Responsible, Identifying one's strengths and weakness, Planning & Goal setting, managing self – emotions, ego, pride

Module 3 III

Time Management Concept and Technique

Success Mindset, 7th Habits of highly effective people, Interpersonal skills.

Module IV

Interpersonal Skill Development

Positive Relationship, Positive Attitudes, Empathise: Comprehend other opinions points of views, and face them with understanding, Mutuality, Trust, Emotional Bonding, SWOT Analysis

Module V

Presentation Skill, Interview Skill Problem Solving, Critical and Creative Thinking, Discussion Corporate Etiquette

SOFT SKILLS**Learning Outcome:**

This course develops the verbal skill (communication skill) for presentation in the students and the Learn different presentation skill.

Duration: 30 Hours.

Course Outcomes: -

After completion of the course the student shall be able to:-

1. Student will able to learn oral skill,
2. Student will able to understand the importance of interpersonal skill.
3. Student will able to understand concept of successful mindset.
4. Student can able to learn positive attitude skill.
5. Able to solve problems of creative thinking..



J.S. University, Shikohabad
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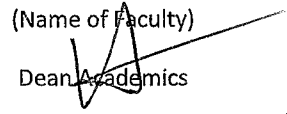
References:-

1. A Guide to a Curated Life Paperback – May 26, 2018
2. The Mental Toughness Handbook: A Step-By-Step Guide to Facing Life's Challenges, Managing Negative Emotions, and Overcoming Adversity with Courage and Poise Paperback – April 13, 2020


(Name of Faculty)

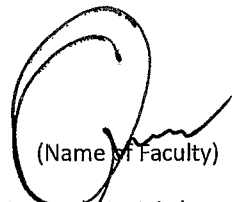
Course Coordinator

Mr. Janderp.


(Name of Faculty)

Dean Academics

Dr. A. K. Singh


(Name of Faculty)

Director/Principle/Dean of
Faculty/Department

Dr. Seema Yadav