

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY, JAIPUR

Department of Humanities and Social Sciences

UG	Department of Humanities & Social Sciences
Course Name	SOFT SKILLS AND PERSONALITY DEVELOPMENT
Credit	3 (L-T-P: 2-1-0)
Version	Open Elective
Pre-requisite course	NIL
Introduction	The course aims to foster soft skills in professional and inter-personal communications and facilitate an all-round development of personality. Technical skills ,application of technology and analytical skills help securing a basic position in one's life and career. But soft skills play a vital role in career advancement. It assists an individual to reach a pinnacle, achieve excellence, and derive fulfilment. Soft skills comprise pleasant and appealing personality traits as self-confidence, positive attitude, emotional intelligence, social grace, flexibility, friendliness, interpersonal skills and effective communication skills.
Course Outcomes	At the end of the course, students will be able: .To demonstrate knowledge of personal beliefs and values and a commitment to continuing personal reflection and reassessment. .To identify, understand, and apply contemporary theories of leadership to a wide range of situations and interactions. .To manage conflict, understand and appropriately apply the skills of problem solving, conflict management and resolution while allowing for healthy disagreement. .To become better communicators in written and spoken form of communication.
Syllabus	<p>Module 1:Self-Assessment,Identifying Strength & Limitations, Habits, Will-Power and Drives ,Developing Self-Esteem and Building Self-Confidence, Goal Setting ,Self-Discipline, Assertiveness</p> <p>Module 2: Team building and Leadership Skills, Conflict Resolution , Motivation and Achieving Excellence.</p> <p>Module 3: Personality Development ,Personal grooming, Ethics and etiquette , Time Management</p> <p>Module 4 :Writing Skills, Conducting Meetings, Writing Minutes of meeting, Sending Memos and Notices, Effective E-mail Communication, Job Application and Resume</p> <p>Module 5 :Communication Skills, Verbal and Non Verbal Communication ,Persuasive Speaking and Presentation skills ,Group Discussions ,Interview Skills</p>

Suggested Readings

- Dorch, Patricia. *What Are Soft Skills?* New York: Execu Dress Publisher, 2013.
- Kamin, Maxine. *Soft Skills Revolution: A Guide for Connecting with Compassion for Trainers, Teams, and Leaders.* Washington, DC: Pfeiffer & Company, 2013.
- Klaus, Peggy, Jane Rohman & Molly Hamaker. *The Hard Truth about Soft Skills.* London: HarperCollins E-books, 2008.
- Petes S. J., Francis. *Soft Skills and Professional Communication.* New Delhi: Tata McGraw-Hill Education, 2011.
- Stein, Steven J. & Howard E. Book. *The EQ Edge: Emotional Intelligence and Your Success.* Canada: Wiley & Sons, 2006.
- Gopaldaswamy, Ramesh. *The Ace of Soft Skills :Attitude, Communication and Etiquette For Success.* India :Pearson Publication ,2010.
- Wentz, Frederick H. *Soft Skills Training: A Workbook to Develop Skills for Employment.* United States: Create Space Independent Publisher ,2012.
- Mitra, Barun. *Personality Development and Soft Skills .*India: Oxford University Press ,2016.
- Cuddy, Amy. *Presence: Bringing Your Boldest Self to Your Biggest Challenges.* United States: Back Bay Books ,2018.
- Willett, Alan. *Leading the Unleadable: How to Manage Mavericks, Cynics, Divas, and Other Difficult People.* United States: Amacom Publisher ,2016.
- Higgins, Jessica. *10 Skills for Effective Business Communication: Practical Strategies from the World's Greatest Leaders.* United States: Tycho Press,2018.
- Tulgan, Bruce. *Bridging the Soft Skills Gap: How to Teach the Missing Basics to Todays Young Talent .*United States: Jossey Bass,2015.

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