



Symbiosis College of Arts and Commerce
 (An Autonomous College under Savitribai Phule Pune University)
 INTERDISCIPLINARY COURSE FOR 'DEGREE WITH HONOURS'
 PROGRAMME

Title of the Course: Soft skills and Personality Development

No. of hours: 45

Course Code: 50403116

Name of the Faculty: Ms. Bhagyashree Gadre

Objectives and Learning Outcome

- CO 1: Read on Soft skills and their importance in our lives
- CO 2: Explain SWOT analysis-learning to maximize success using SWOT, how to do a personal SWOT
- CO 3: Determine Communication styles-types with examples, perception of each type of communication, quiz
- CO 4: Focus on various communication skills/listening/ stress management etc.
- CO 5: Explain Etiquette-social and corporate-Types, Presentation skills, Interview techniques etc.

Teaching Methodology:

Presentations, Group discussions, Brainstorming, Case Studies, Motivational Videos, Quizzes and other Group Activities

Unit	Contents of the syllabus	Number of Hours
1	<ul style="list-style-type: none"> ▪ What are soft skills ▪ The importance of soft skills in our lives 	2
2	<ul style="list-style-type: none"> ▪ What is Personality? ▪ Personality traits and tips to develop a good Personality 	2
3	<ul style="list-style-type: none"> ▪ Self-presentation- ▪ What is Self-presentation, ▪ Strategies of self-presentation 	2
4	<ul style="list-style-type: none"> ▪ SWOT analysis ▪ Learning to maximize success using SWOT ▪ How to do a personal SWOT 	2
5	<ul style="list-style-type: none"> ▪ Self-analysis ▪ Significance and methods of self-analysis 	2
6	<ul style="list-style-type: none"> ▪ Communication skills ▪ Process, elements, and importance ▪ Ways to improve communication 	2
7	<ul style="list-style-type: none"> ▪ Communication styles with examples ▪ Perception of each type of communication 	2

8	<ul style="list-style-type: none"> ▪ Assertiveness ▪ What is assertiveness ▪ Importance in today's world 	2
9	<ul style="list-style-type: none"> ▪ Non- verbal communication and it's types ▪ Importance and role of nonverbal communication ▪ Ways to improve our nonverbal communication 	2
10	<ul style="list-style-type: none"> ▪ Acing Time management ▪ What is time management ▪ Benefits of time management ▪ Strategies to improve time management 	2
11	<ul style="list-style-type: none"> ▪ Goal setting ▪ Importance of Goal setting ▪ Types of Goals, ▪ Ways to achieve goals 	2
12	<ul style="list-style-type: none"> ▪ Change management and change curve ▪ Impact of change ▪ Learning to manage change in our lives 	2
13	<ul style="list-style-type: none"> ▪ Stress Management ▪ What is stress and it's causes ▪ Techniques of stress management 	2
14	<ul style="list-style-type: none"> ▪ Listening skills ▪ Importance and types ▪ Ways to improve listening skills 	2
15	<ul style="list-style-type: none"> ▪ Team/group dynamics and group discussion ▪ Importance of group work ▪ Effective communication within a team 	2
16	<ul style="list-style-type: none"> ▪ Presentation skills ▪ Tips to make effective and engaging presentations 	2
17	<ul style="list-style-type: none"> ▪ Etiquette ▪ Social and corporate-Types ▪ Importance and impact of business and social etiquette 	2
18	<ul style="list-style-type: none"> ▪ Interview techniques ▪ Mock Interviews-Dos and don'ts, FAQ's ▪ Tips on making a positive impression 	2
19	<ul style="list-style-type: none"> ▪ Various activities with a practical approach based on everyday life situations 	7
	Total Number of Hours	45
Suggested Reference Books <ul style="list-style-type: none"> ✓ Soft skills & Life skills: The dynamics of success-Nishitesh and Dr. Bhaskara Reddy ✓ Soft Skills-Dr. Alex ✓ Managing Soft skills-K. R Lakshminarayan and T. Murugavel ✓ Soft skills and Professional Communication-Francis Peter S.J ✓ The Ace of Soft skills-Gopalswamy Ramesh and Mahadevan Ramesh ✓ Personality Development and Soft skills-Barun K. Mitra 		

- ✓ Soft Power: An introduction to Core & Corporate soft skills-Anitha Arunima
- ✓ How to talk to Anyone, Anytime, Anywhere-Larry King