

SYLLABUS - SOFT SKILL

Course Code- NSUSS01

Credit:- 03

Duration: 45 hours

	Contents	Hrs/Week
Unit – 1 Communication Skill	Know your self Vocabulary Training Letter Writing Report Writing Notice Writing E Mail Writing Group Discussion Presentation	12
Unit -2 Time Management	Importance of Time Management, Ways to manage time in work Time Management for the Multi tasker Time management and Problem solving	7
Unit – 3 Advance of Communication Skill	Active Listening Skill Knowing the Soft skills Identifying Communication Barrier Interpersonal skill Body Language Diction Improvement	7
Unit – 4 Leadership Skill	Managerial Skill Emotional Quotient and Emotional Intelligence Perception Problem Solving quality Positive attitude	7
Unit – 5 Industrial Knowhow	Introduction to various Job Sectors Ethics at work place Introduction to performance evaluation Corporate culture	5
Unit – 6 Interview Handling Session	Dress Code Body Language Psychology of the Interviewer Pre Interview Preparation Mock Interview Session	7