

SYLLABUS OF 3rd SEMESTER (FYUGP)

Course Code: SEC341

Title of the Course: **Soft Skills-III**

Nature of the Course: Skill Enhancement Course II (SEC)

Distribution of Marks: 60 (End Semester) + 40 (In Semester)

Total Credits: 03

COURSE OBJECTIVES:

- To develop an understanding of the concept of soft skills in leadership, including their definition and significance in effective leadership practices
- To equip learners with practical skills in team building, conflict resolution, and cooperation
- To develop an understanding of the significance of first impressions in personal and professional interactions
- To empower learners with strategies for managing self-image, building self-esteem to thrive in professional environments.
- To cultivate adaptability skills necessary for success in dynamic workplaces, including flexibility, resilience and the ability to navigate change effectively

UNITS	CONTENTS	L	T	P	Total Hours
I (16 marks)	Unit 1: SOFT SKILLS IN LEADERSHIP 1.1 Leadership soft skills: Concept, Definition and Examples 1.2 Essential leadership communication skills 1.3 Interpersonal leadership skills: Significance, and how to improve 1.4 Transformative leadership: Definition and Examples	08	02	--	10

II (16 marks)	Unit II: Team Building and Cooperation 2.1. The Significance of Team Building 2.2. Distinguishing Between Groups and Teams 2.3. Tuckman's five stages of team development 2.4. Strategies for Conflict Resolution 2.5. Harnessing the Power of Negotiation	8	02	--	10
III (16 marks)	Unit III : Self-Image Management 3.1. Introduction to First Impressions 3.2. Components of a First Impression 3.3. Strategies for Creating a Positive First Impression Variations in First Impressions 3.4. Techniques for Building Self-Esteem and Confidence 3.5. Factors that affect one's self-image 3.6. Crafting Your Personal Brand 3.7. Navigating Social Media Presence	8	1	--	9
IV (16 marks)	Unit: IV : Negotiation 4.1 Types of Negotiation 4.2 Process of Negotiation 4.3 Strategies for successful Negotiation 4.4 Persuasion in Negotiation 4.5 Overcoming impasse in Negotiation 4.6 Ethics in Negotiation	07	02	--	09

V (16 marks)	Unit V: Adaptability 5.1: Definition 5.2: Adaptability in Workplace 5.3: How to Demonstrate Adaptability 5.4: Adaptability Skills: 5.4.1: flexibility, resilience, 5.4.2: growth mindset, 5.4.3: teamwork skills, 5.4.4: problem solving skills, 5.4.5: organization skills 5.5: Ways to Improve Adaptability Skills 5.6: Adaptability in an Interview 5.7: Adaptability on a Resume 5.8: Adaptability skills for immigrants to a workplace	07	02	--	09
	Total	38	09	--	47

MODES OF IN-SEMESTER ASSESSMENT:

Modes of In-Semester Assessment: 40Marks

01. One Sessional test:10Marks

02. Anyone of the following activities listed below:10 Marks

- Seminar/Group discussion/Assignment related to the Course content
- Presentation of seminar papers
- Assignments
- Quiz

Final Examination: 60 Marks

Unit1:1LAQ+ 1SA=(10+6)=16 marks

Unit2:1LAQ + ½ SA = 16 marks

Unit3:1LAQ + ½ SA = 16 marks

Unit4:1LAQ + ½ SA = 16 marks

Unit5: 1LAQ + ½ SA = 16 marks

*LAQ=Long Answer Question; SA=Short Answer

LEARNER OUTCOMES:

On completion of the course, student will be able to:

- Demonstrate effective leadership, including communication, interpersonal skills, and adaptability, in various professional contexts
- Maximize their own potential in enabling a holistic development
- Evaluate personal self-image and develop strategies for building self-esteem and confidence
- Function effectively in multidisciplinary heterogeneous teams through team work, interpersonal relationships, conflict management and negotiation

READING LIST:

1. Atherton, J.B. (2002) *Learning and teaching: Teaching from experience*, Columbus. Ohio: Merrill.
2. Bansal, Sapna. (2019). *Collective Bargaining and Negotiation Skills*, 2nd ed. JSR Publishing.
3. Carr, A. (2011). *Positive Psychology: The Science of happiness and human strength*. Routledge.
4. Cornelissen, R. M. M., Misra, G., & Varma, S., (2011). *Foundation of Indian Psychology: Concepts and Theories*. (Vol. 1), New Delhi: Pearson.
5. Covey, S. R. (2013). *The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change*. Simon & Schuster.
6. Exeter, D. J. (2001). *Learning in the outdoors*. London: Outward Bound.
7. Goldwich, David. (2022). *Win-Win Negotiation Techniques*. Embassy Books.
8. Horton, Simon. (2016). *The Leader's Guide to Negotiation: How to Use Soft Skills to get Hand Results*. Pearson Education.
9. Johnson, Ralph A. (1993). *Negotiation Basics: Concepts, Skills, and Exercises*. Sage Publication.
10. Salmon, D & Maslow, J., (2007). *Yoga Psychology and the Transformation of Consciousness: Seeing through the eyes of infinity*. St. Paul, MN., USA: Paragon House.
11. Vohra, S. S. & Kailash. S. (2010). *Experiential learning (section III) in Psychology of Turbulent Relationships*. New Delhi: Icon Publishers.
12. Wentz, Frederick H. (2012). *Soft Skills Training: A Workbook to Develop Skills for Employment*. Create Space Independent Publishing Platform.