



Name of the Module: Soft Skills

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Weekly Course Coverage Schedule

- **Objectives and outcomes**

This module aims to increase learner's soft skills so as to develop attributes that enhance an individual's interactions, earning power and job performance. The objective of the programme is to inculcate potential skills in the learners to prepare them to deal with the external world in a collaborative manner, communicate effectively, take initiative, solve problems, and demonstrate a positive work ethic so as to hold a good impression and positive impact. In the current job market all the hiring organizations, is keenly looking forward to a distinct kind of skill in its potential employees, besides, technical skills. Whatsoever role you may be looking forward in your organization, possessing strong soft skills can put you a step ahead in the competition and make you a true professional.

- **Course Type**

Skill based, value-added and non-credit course

- **Duration**

3 months / 12 weeks

- **Fees**

₹ 500/- only

- **Pedagogy**

Online (Moodle based, LMS driven, Smart eLearning platform). Learners can access the contents of the subsequent weeks only after successful completion of the contents of the preceding week after 1st week. Limited live virtual classes and local counselling sessions will also be held. Digital certificates are to be provided to the learners after successful completion. No mark sheet or grade sheets are to be provided.

- **Evaluation**

Weekly online quiz test – Successful completion of one week's quiz will unlock the course content for the next week.

- **Term end evaluation** – Will be conducted at the last (ideally the 12th week) which might include components like written test, presentations, seminar, case analysis, viva-voce etc. Successful completion of both the above will lead to certification.

- **Study Resources**

Soft copies of the Self Learning Materials, case studies and audio / video lectures.

- **Eligibility Criteria**

+2 pass (in any discipline)

- **Course Content**

The course is divided into four blocks and each block has three units. Please find the detailed curriculum below:

Block-1		SOFT SKILL-1
Week-01		Introduction to the course <ul style="list-style-type: none"> • Understanding the objective and the outcomes of the module. • Understanding the evaluation mechanism
Week-02	Unit-1	Introduction to Soft Skills Introduction, Scope of Soft Skill, Importance of Soft Skill, Types of Soft Skill, Brief description of Soft skills to be studied.
Week-03	Unit-2	Group discussion and Interview skills Introduction and scope, Purpose of Group Discussion, Types of Group Discussions, Characteristics of Effective Group Discussion, Phases in Group Discussion Process , Do's and Don'ts of participating in Group Discussion ,Interview Concept and Definition, Purpose/Objective of Interview ,Types/Classification of Interview ,Guidelines for Effective Interview
Block-02		SOFT SKILL-2
Week-04	Unit-3	Body language and etiquettes Important Features of Body Language, Examples of Body Language, Positive and negative body language, Concept of Etiquette, Need for Etiquettes, Types of Etiquettes (Etiquettes, Dress Code/ Clothing Etiquettes, Telephone Etiquettes, Interview Etiquettes, Meeting Etiquettes)
Week-05	Unit-4	Curriculum Vitae/Resume writing Introduction, Concept and Definition, Objective/ Purpose of CV/Resume Writing, Importance of CV/Resume Writing, Difference between a CV and a Resume, Tips for CV/Resume Writing, How to write a CV/Resume?, Dos and Don'ts in CV/Resume Writing , How to write a Cover Letter
Week-06	Unit-5	Communication skills Scope and Importance of Communication, Types of Communication Flow(Written Communication, Oral or Verbal Communication, Electronic Communication, Non-Verbal), Levels of Communication,

		Effective Listening, Communication Process, Barriers to Effective Communication, Overcoming Communication Barriers
Block-3		SOFT SKILL-3
Week-07	Unit-6	Presentation Skills Scope and Importance of Presentation Skills, Process for making a Presentation Work, Use of power point slides for making a presentation, Effective presentation tips
Week-08	Unit-7	Time Management skills Scope and Importance of Time Management skills, Key factors of time management, Effective Time Management, Techniques to practice time management,
Week-9	Unit-8	Emotional Intelligence skills Introduction, Importance of Emotional Intelligence , Components of Emotional Intelligence: (Self-Awareness, Self-Regulation, Motivation, Empathy ,Social Skills), Advantages of High Emotional Intelligence
Block-4		SOFT SKILL-4
Week-10	Unit-9	Life skills Scope and importance of Life Skills, Significance of Life Skills, Types of Life Skills, Team Working Skills, Critical Thinking Skills, Creative Thinking Skills Leadership Skills, Problem Solving Skills
Week-11	Unit-10	Soft skill practical Getting ready for a job, portfolio making, Role Play, Vocabulary testing, Activities related to Presentation skills, Group discussion skills, Interview skills, Time management skills, Resume writing, Body language and etiquettes, Emotional Intelligence, Life skills, Public Speaking skills.
Week 12		Evaluation Feedback