

CERTIFICATE COURSE IN SOCIAL SKILLS

SYLLABUS

DEPARTMENT: DEPARTMENT OF STATISTICS

NAME OF COURSE: CERTIFICATE COURSE IN SOCIAL SKILLS

COURSE CODE: CVAC025

TOTAL HOURS: 30

UNIT-I Communication (10 HOURS)

Development of competency/proficiency in English and Communication - Oral/spoken communication skill - Testing – voice and accent - Voice clarity - Voice modulation & intonation - Word stress - Components of Effective Communication – Listening - Non-verbal communication

UNIT- II Life Skills (10 HOURS)

Life Skills - Attitudes- types - Positive attitude - Emotional intelligence - Four branch model - Measuring emotional intelligence - Ways to improve Emotional intelligence - Time management - Major blocks to time management - Time management techniques for students - Stress management- causes - Techniques to overcome stress - Manage job issues - Principles of good time management - Stress interview.

UNIT -III Personality Development (10 HOURS)

Personality Development - Development- Introspection - Self assessment - Self appraisal - Self development - Self interrogation - Setting personal mission and preparing its statement - Need for setting a personal mission - Process for preparing a mission statement - Winning factors for a personal mission - Characteristics of a personal mission.

REFERENCE

Social Skills Developing Effective Interpersonal Communication By Alex Kelly

The definitive book of body language by Allan and Barbara

The Speed of Trust: The One Thing That Changes Everything by Stephen M. R. Covey