



# ENHANCING SOFT SKILLS AND PERSONALITY

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**INTENDED AUDIENCE :** Students, Teachers, Professionals, Trainers, Leaders, Employers

**INDUSTRIES APPLICABLE TO :** All industry/companies/organisations will recognize and value this course and recommend this for their employees and trainee programs.

### COURSE OUTLINE :

The course aims to cause an enhanced awareness about the significance of soft skills in professional and inter-personal communications and facilitate an all-round development of personality. Hard or technical skills help securing a basic position in one's life and career. But only soft skills can ensure a person retain it, climb further, reach a pinnacle, achieve excellence, and derive fulfilment and supreme joy. Soft skills comprise pleasant and appealing personality traits as self-confidence, positive attitude, emotional intelligence, social grace, flexibility, friendliness and effective communication skills. The focus of this course is on interpersonal and management skills. It has been approved for "Faculty Development Programme" by AICTE.

### ABOUT INSTRUCTOR :

Prof. T. Ravichandran is presently a Professor of English in the Department of Humanities and Social Sciences at the Indian Institute of Technology Kanpur, Uttar Pradesh, India. He has written about fifty research articles/book chapters, supervised six doctoral theses, edited a special issue on Cyberpunk Literature for the Creative Forum Journal, and published a book on Postmodern Identity. He is a recipient of the Fulbright-Nehru Academic and Professional Excellence Fellowship (2014-15) for his research/teaching at Duke University, North Carolina, USA. He is honored with Champa Devi Gangwal Chair Professorship at IIT Kanpur. In his distinguished twenty-five years of teaching career, he has taught various courses in English Language and Literature. His NPTEL Video and Web courses on Communication Skills are well-acclaimed nationally and internationally. His NPTEL MOOC on Developing Soft Skills and Personality became hugely popular and well-received by about fifteen thousand participants from India and abroad.

### COURSE PLAN :

#### Week 1 :

Highlights of Developing Soft Skills and Personality Course-1-24  
Highlights of Developing Soft Skills and Personality Course-25-48  
Definitions and Types of Mindset  
Learning Mindsets  
Secrets of Developing Growth Mindsets

#### Week 2 :

Importance of Time and Understanding Perceptions of Time  
Using Time Efficiently  
Understanding Procrastination  
Overcoming Procrastination  
Don't Say "Yes" to Make Others Happy!

#### Week 3 :

Types of People  
How to Say "No"  
Controlling Anger  
Gaining Power from Positive Thinking-1  
Gaining Power from Positive Thinking-2

#### Week 4 :

What Makes Others Dislike You?  
What Makes Others Like You?-1  
What Makes Others Like You?-2  
Being Attractive-1  
Being Attractive-2

#### Week 5 :

Common Errors-1  
Common Errors-2  
Common Errors-3  
Common Errors-4  
Common Errors-5

#### Week 6 :

Humour in Communication  
Humour in the Workplace  
Function of Humour in the Workplace  
Money and Personality  
Managing Money

**Week 7 :**

Health and Personality  
Managing Health-1: Importance of Exercise  
Managing Health-2: Diet and Sleep  
Love and Personality  
Managing Love

**Week 8 :**

Ethics and Etiquette  
Business Etiquette  
Managing Mind and Memory  
Improving Memory  
Care for Environment  
Highlights of the Course