

SOFT SKILL DEVELOPMENT

MULTI FACULTY

TYPE OF COURSE : Rerun | Elective | UG/PG

COURSE DURATION : 8 weeks (24 Jan' 22 - 18 Mar' 22)

EXAM DATE : 27 Mar 2022

PRE-REQUISITES : Basic knowledge in communication and a good understanding of English

INTENDED AUDIENCE : For anyone keen to improve her soft skills

INDUSTRIES APPLICABLE TO : All industries where soft skills are important will recognize the relevance of this course

COURSE OUTLINE :

While hard skills teach us what to do, soft skills tell us how to apply our hard skills in a social environment. The focus of the course is to develop a wide variety of soft skills starting from communication, to working in different environments, developing emotional sensitivity, learning creative and critical decision making, developing awareness of how to work with and negotiate with people and to resolve stress and conflict in ourselves and others. The uniqueness of the course lies in how a wide range of relevant issues are raised, relevant skills discussed and tips for integration provided in order to make us effective in workplace and social environments. The key areas addressed are conversation skills, group skills, persuasion skills, presentation skills, critical and creative thinking, emotional skills, positive thinking and vocational skills.

ABOUT INSTRUCTOR :

Prof. Priyadarshi Patnaik is a Professor of English and Communication in the Department of Humanities & Social Sciences, IIT Kharagpur. He is also the Secretary, Nehru Museum of Science and Technology, IIT Kharagpur, and Rector's Nominee, Technology Students Gymkhana, IIT Kharagpur. His areas of research include Visual communication, Music and emotion, Communication and culture, Media communication, Translation, and Digital humanities. He has authored and edited more than 14 volumes of text, reference, and creative work.

Prof. Vijay Nath Giri is a Professor and Head in the Department of Humanities & Social Sciences, IIT Kharagpur. He has been teaching subjects related to Communication Studies. He has received many awards including DAAD-Fellowship, Germany. He has published a book, a number of book chapters, and more than fifty research papers in referred journals.

Prof. Damodar Suar is a Professor in the Department of Humanities and Social Sciences, IIT Kharagpur and in the Vinod Gupta School of Management, IIT Kharagpur. He was the Head in the Department of Humanities & Social Sciences from 2007-2010. Currently, he is the President of National Academy of Psychology India and the Editor of the journal Psychological Studies (Springer). He teaches Research methodology, Organisational behavior, and Psychology.

COURSE PLAN :

Week 1: Communication skills 1: The basics

Week 2: Communication skills 2 : Presentation and interaction

Week 3: Communication skills 3: Visual, nonverbal and aural communication

Week 4: Interpersonal communication 1: Individuals, groups and cultures

Week 5: Interpersonal communication 2: Emotional and social skills

Week 6: Developing key traits 1: Creativity, critical thinking and problem solving

Week 7: Developing key traits 2: Motivation, persuasion, negotiation and leadership

Week 8: Essential and vocational skills: survival strategies