

**SWAMI RAMANAND TEERTH MARATHWADA
UNIVERSITY, NANDED**

BROCHURE

CERTIFICATE COURSE

IN

SOFT SKILL AND PERSONALITY DEVELOPMENT

For a long time the focus in industry and related fields was on 'hard' skills. These skills were more job-specific and were actually related to production. However, in the field of employment, the employers today are looking for the candidate who have mastered the soft skills and have had professional training in personality development. Today, achieving all-round development requires not only technical skills but also soft skills, which prepare the candidates for the job market in the new global order. Development of soft skills and personality is becoming increasingly important as there is intense competition for the posts available.

It is now well-established that many students who otherwise perform well in the traditional examination are very deficiently in communication skills. The objective of this course is to train the students in soft skills and develop their personalities in order to empower them and raise their awareness. This will also help them boost their confidence by developing competence in communicating in English. This course will also help the students increase their employability potential and face the challenges of the present times. The students will develop diverse range of abilities such as communication skills, strategic-planning skills, negotiation skills, self-awareness, analytical thinking, leadership skills, team-building skills, etc.

Objectives of the course:

- * Develop the personality of the students.
- * Get better insight into one's responsibility and personal style.
- * Develop cautious attitude towards soft skills.
- * Develop clarity of presentation, both through speech and writing.
- * Cultivate creative thinking and problem-solving attitude.

Duration of the course: 1 Semester (60 contact hours).

Eligibility: Any student of third year and above (postgraduate and onwards) of the affiliated colleges of S.R.T.M. University, Nanded and any postgraduate student from the campus schools.

Content of the course: Personality Development, Effective Communication Skills – verbal and non-verbal, Decision Making Skills, SWOT Analysis, Personal Interview, Resume writing, Group Discussion, Stress Management, Building positive attitude, Use of technology in communication, etc.

Syllabus:

Unit 1: Personality- dressing –up codes, attitudes, official mannerisms while approaching for job. **5 hours**

Unit 2: Effective communication skills- nature, process and types of communication, principles of communication and barriers in communication, formal & informal communication. (Exercises to be conducted). **3 hours**

Unit 3: Written communication- letters, its parts, types and layouts, resume writing. **8 hours**

Unit 4: Nonverbal communication, Kinesics, postures, occulesics, paralinguistics and proxemics, body language of a good presenter and a listener. **16 hours**

Unit 5: Listening- misconceptions, types, barriers, overcoming barriers, principles of good listening. **2 hours**

Unit 6: Presentation skills – What is presentation?, preparation and practice, presentation structure, body language of a skillful presenter, handling questions, use of technology in communication, PPT presentation and correct reference citation, etc. **12 hours**

Unit 7: Time Management **2 hours**

Unit 7: Personal Interview and group discussions. **12 hours**

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