

DEVA MATHA COLLEGE, KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



SYLLABUS

ADD-ON COURSE

In

Know Yourself: An Introductory Course on Soft- Skill Development

Academic Year: 2021-22



DEVA MATHA COLLEGE KURAVILANGAD

DEPARTMENT OF ENGLISH

Add on Courses offered for Students:2021-2022

- **Know Yourself; An Introductory Course in Soft Skill Development - for II DC Students**
DMCK/ ENG/AD 12/2021
- **Prune yourself; An Introductory Course in Personality Development - for III DC Students**
DMCK/ ENG/AD 13/2021
- **IIPG-An Advanced Course in Logic, Reasoning and Interpersonal Skills - for PG Students**
DMCK/ ENG/AD 14/2021
- **IPG- An Introductory Course in Logic, Reasoning and Interpersonal Skills**
DMCK/ ENG/AD 15/2021

Department Coordinator: Ms.Nisha K Thomas

Academic year : 2021-22

Collaborating agency inside or outside the institute :Active Minds, Positive mind Builders, Mind clinic for Children and Adults

Beneficiaries : Students from BA English Language and Literature

Number of teachers coordinated the program : 1

Number of students participated in the program : 30

Course Objectives:

- Focus on strategies and techniques of cracking a Group Discussion to perform well in Group Discussion stage of selection process.
- Describe the preparatory stages of an interview so that a favourable impression can be created in front of the employers.
- Describe various types of job interviews and identify how to present oneself according to the nature of interviews
- Develop interpersonal skills to foster employability aligned to industry demands.

Syllabus Content

Module I

Group Discussion (5 hours)

Characteristics of a Group Discussion- Process of Group Discussion- - Traits to be possessed-Essential requirements- Do's and Don'ts in a GD

Practical Sessions

Module II

CV Preparation (5 hours)

Types- Format- Steps- Components- Do's and Do not's- Language- Style

Personal corrections and advices

Module III-

Interview Training & Interpersonal Skills (5 hours)

Preparation before the Interview

Preparing before an interview- Assess strengths & weakness, likes & dislikes, goals- Preparation for the interview- Research, Practice questions, Dress rehearsal

Preparation during the Interview

Types of interviews- Presenting oneself during the interview- Body Language- Talking and Concluding the Interview- Following up after an interview

Mock Interview

Module 4

Training in Leadership and Motivation (5 hours)

Interactive sessions with Games

Module 5 Public Speaking (5 hours)

Training

Module 6 Goal Setting (5 hours)

Interactive Sessions with Games

Course Outcome

Students become confident and fluent in attending GD's

Students will be motivated and they will overcome the stage fear

Students will be able to face any audience

Students start to use the public platforms to share their ideas freely

Assessment Procedure: The attainment of Course objectives will be assessed by practical sessions for every skill prescribed in the syllabus.

Grading

A = Student has achieved all the objectives of the course.

B = Student has achieved at least two objectives of the course



Principal
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