

# **DEVA MATHA COLLEGE KURAVILANGAD**

**Affiliated to Mahatma Gandhi University, Kottayam**



## **SYLLABUS**

**OF**

**ADD-ON COURSE**

**IN**

**Prune Yourself; An Introductory Course in Soft Skill Development**

**Academic Year: 2022-23**



## **DEVA MATHA COLLEGE KURAVILANGAD**

**DEPARTMENT OF ENGLISH**

***Add on Courses offered for Students : 2022-2023***

- 1. An Advanced Course in Logic, Reasoning and Interpersonal Skills  
DMCK/ ENG/AD 8/2022**
- 2. Prune Yourself; An Introductory Course in Soft Skill Development  
DMCK/ ENG/AD 9/2022**

***Department Coordinator: Ms. Nisha K. Thomas***



**Title:** Prune Yourself; An Introductory Course in Soft Skill Development

**Instructional Hours:** 30 hrs

**Duration:** 1 year

**Mode of Instruction:** Contact classes will be given by the faculty from the department of English

**Intake Capacity:** 50

**Eligibility:** Plus Two

# **DEVA MATHA COLLEGE KURAVILANGAD**

## **ADD-ON COURSE FOR THE AY 2022-23**

### **Course Objectives**

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

### **Module 1**

#### **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 2**

#### **CV Preparation (5 hours)**

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

Personal corrections and advices

### **Module 3**

#### **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

## **References**

Ladders Interviews Guide: Best Practices & Advice from the Leaders in \$100K+ Careers

Effective Helping: Interviewing and Counselling Techniques 8th Edition, by Barbara F. Okun (Author), Ricki E. Kantrowitz (Author)

Recruiting, Interviewing, Selecting & Orienting New Employees (Recruiting, Interviewing, Selecting and Orienting New Employees) AMACOM; 4th edition (December 6, 2005)

**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  
Deva Matha College  
Kuravilangad - 686 633