

DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES
MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

Scheme/Specialization: B.Tech. (Civil Engineering)

DETAILS OF THE COURSE

Course Code	Course Title	Credits	Lecture	Tutorial	Practical	Studio
<u>22HSP302</u>	Soft Skills Lab	1	0	0	2	0

PREREQUISITE

Soft Skills for Engineers (taken concurrently)

COURSE TYPE

PL–EAS Course

COURSE OBJECTIVE

To equip the students with basic knowledge of:

1. Self-assessment and team building
2. How to present and conduct oneself on formal occasions like interviews, presentations, group discussions, etc.
3. How to present and conduct oneself on informal occasions like social gatherings, luncheons, etc.
4. How to manage written communication like letters, resume, etc.

COURSE OUTCOMES

CO1	Present oneself properly in formal settings like presentations, group discussions, interviews
CO2	Conduct oneself with efficacy in cross-cultural settings
CO3	To be able to effectively communicate one's ideas and account in formal documents such as letters, resume, and E mail

COURSE ASSESSMENT

Course Assessment (culminating to the final grade), will be made up of the following:

S. No.	Component	Weightage
a)	Lab Sessions	70%
b)	End Semester Viva Voce	30%

COURSE CONTENTS (Description type I)

SWOT analysis

Team building through interactive and fun games in group setting

How to handle formal interactions like group discussions, presentations, and interviews

How to write formal communication, e.g. Resume, Cover Letters and E-mails

How to handle social and informal interactions esp. in cross-cultural settings – dos and don'ts

TEXT BOOKS/ REFERENCE BOOKS (Authors, Title)

1. Frank Bettgar, *How I Raised Myself from Failure to Success in Selling*.
2. Dale Carnegie, *How to Win Friends and Influence People*.
3. Les Giblin, *How to Have Confidence and Power in Dealing with People*.
4. Wentz, Frederick H. *Soft Skills Training, A Workbook to Develop Skills for Employment*, Create Space Independent Publisher, 2012.
5. Willett, Alan, *Leading the Unleadable: How to Manage Mavericks, Cynics, Divas, and Other Difficult People*, Amacom Publisher, 2016.
6. Petes S. J., Francis, *Soft Skills and Professional Communication*, Tata McGraw-Hill Education, 2011.