

**Title:** Soft skills

**Aim:**

To impart professionalism

**Outcome:**

At the end of the course the students will inculcate professionalism steps

No	Modules/Practical	No. Hours	Days & Timings
1	Communication Skills & Team Building	4 hours	Wednesday (11:00 AM to 01:00PM) Thursday ( 11:00 AM to 01:00 PM)
2	Email Etiquette & Personal Skills	4 hours	Wednesday (11:00 AM to 01:00PM) Thursday ( 11:00 AM to 01:00 PM)
3	Problem Solving & Decision Making	4 hours	Wednesday (11:00 AM to 01:00PM) Thursday ( 11:00 AM to 01:00 PM)
4	Presentation Skills & Coaching/Mentoring	4 hours	Wednesday (11:00 AM to 01:00PM) Thursday ( 11:00 AM to 01:00 PM)
5	Delegation & Self Awareness	4 hours	Wednesday (11:00 AM to 01:00PM) Thursday ( 11:00 AM to 01:00 PM)
6	Adaptability & Competitiveness	4 hours	Wednesday (11:00 AM to 01:00PM) Thursday ( 11:00 AM to 01:00 PM)
7	Customer Service & Meeting Management	4 hours	Wednesday (11:00 AM to 01:00PM) Thursday ( 11:00 AM to 01:00 PM)
8	Sympathy & Empathy	2 hours	Wednesday (11:00 AM to 01:00PM)

**Course Duration:** 30 hours.

**Proposed Timing:** Weekdays 4 hours

**Eligibility:** min. age limit of 18

**Assessment pattern:**

**Course Fees:** 2600/-

**Resource person:** Shoba Jagadish

**Method of assessment:** Each topic will be assessed on the same day

**Feedback:** Module or practical wise feedback will be taken in google form