

# DEV SAMAJ COLLEGE OF EDUCATION SEC-36B CHANDIGARH

PRESENTS

A EIGHT WEEK VALUE ADDED COURSE

ON

SOFT SKILLS



## Important Dates

**Registration Starts:- 28-07-2020**

**Registration Ends:- 04-08-2020**

**The Course Begins 05-08-2020**

**On:-**

**Date of Final Test:- 04-10-2020**

**Registration Link:-**

<https://docs.google.com/forms/d/1PbyNugK8VHmg8w9OMyhLwNUdfv-9bodvups5mI0hrcg/edit?usp=sharing>

- Starting on 5<sup>th</sup> August, 2020.
- Platform:- Google Classroom
- E-certificates will be provided to the participants on the completion of the course.

**Dr. (Mrs.) Agnese  
Dhillon  
Principal  
Chief Patron**

**Dr. Anita Nangia  
Course Director**

**Dr. Richa Sharma  
Dr. Seema Sareen  
Mrs. Charanjit Kaur  
Conveners**

# Development of Soft Skills



**Duration of the Course:- 8 Weeks**

**Mode of Transaction:- Online Google Classroom as LMS**  
**Synchronous Mode:- Google Meet**  
**Asynchronous Mode :- Google Classroom**

**Registration Free**

## **Course Title: Development of Soft Skills**

### **About the course**

Soft skills are personal attributes that enhance an individual's interactions, job performance and career prospects and hard skills which tend to be specific to a certain type of task or activity. We could say that soft skills refer to personality traits, social gracefulness, fluency in language, personal habits, friendliness and optimism that mark to varying degrees. Soft skills complement hard skills which are the technical requirements of a profession. Many studies and research have proved how soft skills and emotional intelligence are directly related to success. This is especially true in education sector where communication, managing people, presentation skill, leadership and personal habits are especially more crucial and relevant than others sectors. In Modern day teaching learning process, the role of a teacher needs to be as a facilitator of children's learning. Thus, institutions of teacher education play a very important role to produce a human capital that is highly knowledgeable and skillful to meet the demand and expectations of many people. The curriculum process of the teacher education should be capable of providing some knowledge and skills for teachers in conceptual and soft skills apart from hard skill. Infusing the soft skills in the curriculum of teacher education is the need of the profession for it to be successful. Keeping all these points in view Dev Samaj College of Education is offering a Course on Development of Soft Skills.

**Duration of the course : 8 weeks**

## **Program Learning Outcomes**

The program aims to enable the pre service teachers to improve their soft skills as well as mastering the concrete tools and activities to develop soft skills among their pupils.

## **Course Learning Outcomes**

**After going through the course learners will be able to**

- 1. understand the concept of Soft skills and differentiate between soft and hard skills**
- 2. understand the concept of communication skills, group dynamics, emotional Intelligence, creativity, time management and stress management**
- 3. Suggest some activities to develop these soft skills.**

## **Contents:**

The program will be of 8 weeks duration consisting of 12 modules.

### **Week I**

**Module 1:Introduction to Soft skills** : Meaning and definition of soft skills, Hard verses Soft skills. Categories of soft skills.

**Module 2:Communication skills I** : Meaning of communication, Verbal and non verbal communication , models of communication, Barriers in communication.

## **Week II**

**Module 3: Communication Skills II:** Presentation skills: Voice, language, Body language and Gestures, How to prepare slides and power point presentation for visual presentation.

**Module 4: Speaking in groups:** Communication styles, Types of groups, Fisher Model of group progression.

## **Week III**

**Module 5: Group Dynamics:** Meaning of group dynamics, Characteristics of a group, Stages of group formation.

**Module 6: Group Dynamics II:** Types of groups, group behaviors, Factors affecting group behavior.

## **Week IV**

**Module 7: Emotional Intelligence:** Meaning of emotional intelligence, Improving emotional intelligence.

**Module 8: Creativity:** Meaning, process, fostering creativity.

## **Week V**

**Module 9: Managing Time:** Meaning of time management, Obstacles to time management, how to manage time.

**Module 10: Managing Stress:** Definition of stress, causes of stress, Managing stress.

## **Week VI**

**Module 11: Critical Thinking and problem solving**

**Module 12: Professional Ethics**

## **Week VII**

**Activities related to develop soft skills**

## **Week VIII**

**Final Test:** The final test will be of 100 marks. The test will consist of 50 Multiple choice type of questions carrying 2 marks for each question. It is compulsory to get 40% marks (i.e. 40 marks) in the final test to earn a certificate of successfully completing the course.

**Mode of Transaction:** The course will be conducted through online learning mode. Google classrooms will be used as LMS. The content will be uploaded every week on this LMS as per schedule given above. Students will go through the course material. They will also be given assignments or quizzes every week.

**Cost:** The course is free of cost.

**Certification:** Certificates of successfully completion of the course will be awarded to the participants securing at least 40% marks in the final test which will be conducted in week 6 of the programme and submitting at least 80% of the assignments or quizzes which will be given to them every week.

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