

## Professional Etiquettes Syllabus (PH01)

**Scope:** A study of the interpersonal and communication skills fundamental for success in the workplace. Students will hone their professional style as they study topics including professional behavior, interpersonal interaction, and civility as they relate to the workplace.

**Course Outcomes:** The course has four major learning objectives. Upon completion of this course a student should be able to:

1. Determine the attitudes and behaviors appropriate to workplace situations and settings.
2. Use interpersonal and communication skills to enhance his/her job effectiveness.
3. Adopt attitudes and behaviors consistent with standard workplace expectations.
4. Inculcate professionalism for better team work approach.

### Unit I

10 hours

#### Universal Design for Learning

##### Representation:

- Provide options for perception
- Provide options for language
- Provide options for comprehension

##### Action and Expression:

- Use multiple media for communication
- Building fluencies with graduated levels of practice and performance
- Provide options for executive functions

##### Engagement:

- Optimizing individual choice and autonomy

### Unit II

#### Application and Assessment of 21st Century Workplace Skills

10 hours

##### Effective Communication

- Interpersonal skills
- Personal responsibility
- Social and civic responsibility
- Interactive communication

##### Digital-age Literacy

- Technological literacy
- Visual literacy
- Information literacy
- Cultural literacy

##### Inventive Thinking

- Adaptability and managing complexity
- Self-direction

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### Unit III

10 Hours

Work Approach  
Individual

- Group
- Interpersonal: One-to-one interview

**Chapter Readings:** listed

**Selected Reading:** additional readings listed, linked or attached as a pdf files. Include samples of exemplar Portfolios

**Audio Podcast:** Instructor lecture or other selected audio files

**Video:** listed, linked or attach selected files

### Unit IV


10 Hours

Fostering collaboration and community

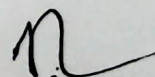
Promoting expectation and beliefs that optimize motivation

Develop self-assessment and reflection

Weekly contributions to the course glossary. Add topic specific terms, phrases and skills with definitions and explanations included. Enhancement and tags are encouraged



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**Department of Pharmacy**

03 Aug 2020

**CIRCULAR**

**VALUE ADDED COURSE (Professional Etiquettes)- B.Pharm**

Student of B.Pharm I<sup>st</sup> Year are hereby informed you that "Professional Etiquettes" classes are scheduled from 05 August 2020 in your respective classroom, Academic Block-III.

**Schedule:**

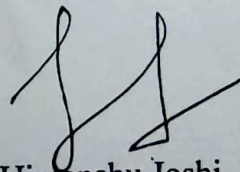
- Time Slot: 03:00 PM to 05:00 PM
- Key Speaker: Ms. Lipi Nogai
- Duration: 2 hrs

**Program Overview:**

Basic Etiquette sessions help students to prepare themselves for their upcoming corporate life where they can be presentable. It enhances their basic responsibilities and manners that are considered sacred and acceptable and society. Overall enhancement of a student carves him into a confident person.



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**Mr. Himanshu Joshi**

**(HOD)**

**Head of Department**  
**Invertis Institute of Pharmacy**  
**Invertis University Bareilly**



**Registrar**  
**Invertis University**  
**Bareilly**




# INVERTIS UNIVERSITY BAREILLY

Established by Govt. of U.P. on 27 of 1980 Act. 1986 vide U.P. Act 22 of 1989.

PROFESSIONAL  
ETIQUETTE  
Organised by:-  
Department of  
Pharmacy

Program:- B Pharm I  
02:00 PM TO 3:00 PM  
Aug 05- Dec 17 2020



HOD:

Mr. Himanshu Joshi

Head of Department  
Invertis Institute of Pharmacy  
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REGISTRAR

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Key speaker  
Ms. Lipi Nogai



# INVERTIS

## UNIVERSITY BAREILLY

Established by Govt. of U.P. in 27 of 1986 Act, 1954 vide U.P. Act 27 of 1919.

### PROFESSIONAL ETIQUETTES

#### Course Overview

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