

Soft Skills Syllabus (PH03)

Scope: Soft skills include attributes and personality traits that help employees interact with others and succeed 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. Develop effective communication skills (spoken and written).
2. Conduct effective business correspondence and prepare business reports which produce results.
3. Self-confident individuals by mastering interpersonal skills, team management skills, and leadership skills.
4. Learn the time management skills to complete a task within the allotted time.

Unit I

10 Hours

The Basics of communication

Understanding the communicative environment
Understanding the communicative environment
When to speak and how. Starting and sustaining a conversation
What to listen for and why Communication skills
Presentation and interaction

Unit II

10 Hours

Interpersonal communication

Building Relationships
Understanding Group Dynamics- I
Understanding Group Dynamics- II
Groups, Conflicts and their Resolution
Social Network, Media and Extending Our Identities


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Unit III

10 Hours

Essential and vocational skills: survival strategies

Managing time

Managing stress

Resilience

Work-life balance

Applying soft-skills to workplace, Creativity, critical thinking and problem solving

Unit IV

10 Hours

Developing key traits: Motivation, persuasion, negotiation and leadership

Motivating oneself

The art of persuasion-I

The art of persuasion-II

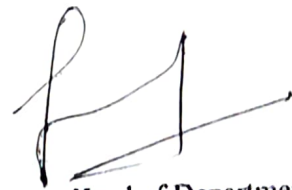
From persuasion to negotiation

Leadership and motivating others, Emotional and social skills



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Department of Pharmacy

08 August 2020

CIRCULAR

VALUE ADDED COURSE (Soft Skills)- B.Pharm

Student of B.Pharm IIIrd are hereby informed you that "Soft Skills" classes are scheduled from 10 August 2020 in your respective classroom, Academic Block-III.

Schedule:

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

Program Overview:

These sessions of soft skills can help professionals to improve their performances in the present and future. Soft skills are attributes that helps you to connect in meaningful interactions with others. Soft skills are more focused on social skills and how we build relationships with others. It will affect almost every feature of future operations optimistically. It will help them to build emotional intelligence, development, problem solving skills, unless the hidden potential in students



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Mr. Mimanshu Joshi

Head of Department
(HOD)
Invertis Institute of Pharmacy
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SOFT SKILLS

Organised by:-
Department of Pharmacy

Program:- B Pharm III

2:00 TO 3:00PM
AUG 10-DEC 26 2020

Mr. Himanshu Joshi
HOD: Head of Department
Invertis Institute of Pharmacy
Invertis University Bareilly

Mr. Himanshu Joshi

Ms. Karishma Singh
Key Speaker
Ms Karishma Singh

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SOFT SKILLS

Course Overview:

Soft skills are character traits and interpersonal skills that characterize a person's relationships with other people. In the workplace, soft skills are considered to be complementary to hard skills, which refer to a person's knowledge and occupational skills. Overall enhancement of a student carries him into a confident and skilled person.

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