

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

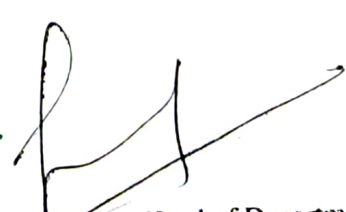
Unit II

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

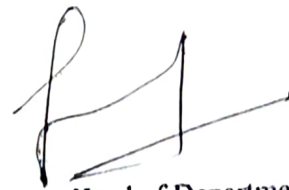
From persuasion to negotiation

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
Invertis University Bareilly



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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

HOD: *[Signature]*
Head of Department
Invertis Institute of Pharmacy
Invertis University Bareilly

Mr. Himanshu Joshi

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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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. RAJESH KUMAR
of Program B.PHARM Year/Semester III YEAR
for successfully completing a value added course _____
SOFT SKILLS

_____ offered by Department of PHARMACY
_____ during 10 AUGUST 2020 - 26 DECEMBER 2020

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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. SHIVA KANT THAKUR
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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. ARIUN KUMAR UPADHYAY

of Program B.PHARM Year/Semester III YEAR

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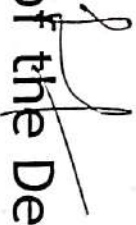
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This Certificate is awarded to Mr./Ms. DEVANG MEHROTRA
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This Certificate is awarded to Mr./Ms. KM RIMPLE DEEP KAUR
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This Certificate is awarded to Mr./Ms. MOHD TAUQEER
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This Certificate is awarded to Mr./Ms. KM APARNA KATYIAR
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This Certificate is awarded to Mr./Ms. RISHABH PANDEY
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This Certificate is awarded to Mr./Ms. RAHUL PAL
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This Certificate is awarded to Mr./Ms. PUSHPENDRA SINGH
of Program B.PHARM Year/Semester III YEAR
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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. VIKAS YADAV
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This Certificate is awarded to Mr./Ms. PRIVANKA PATEL
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This Certificate is awarded to Mr./Ms. MOHD IAKIR
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This Certificate is awarded to Mr./Ms. ARMAN
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This Certificate is awarded to Mr./Ms. JAINUL ABDEEN
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This Certificate is awarded to Mr./Ms. SHIVANSH GUPTA
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This Certificate is awarded to Mr./Ms. **MAKHOOR KHAN MALIK**

of Program **B.PHARM** Year/Semester **III YEAR**
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This Certificate is awarded to Mr./Ms. RAJAT KUMAR
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This Certificate is awarded to Mr./Ms. PARAS SAXENA
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This Certificate is awarded to Mr./Ms. MANI MISHRA
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This Certificate is awarded to Mr./Ms. MOHD ASIF
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This Certificate is awarded to Mr./Ms. ADITYA RAI SAXENA
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This Certificate is awarded to Mr./Ms. MOHD NADEEM ANSARI
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This Certificate is awarded to Mr./Ms. MAYURI GOYAL
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This Certificate is awarded to Mr./Ms. RACHIT PATTHAK
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This Certificate is awarded to Mr./Ms. JAGROOP SINGH
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This Certificate is awarded to Mr./Ms. ROHIT KUMAR
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This Certificate is awarded to Mr./Ms. PRANAV SHARMA
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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. VIKAS SAHU
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This Certificate is awarded to Mr./Ms. MOHAMMAD SHAKHRAN

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This Certificate is awarded to Mr./Ms. PRACHI SHUKLA
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This Certificate is awarded to Mr./Ms. KM PRIYANKA PAL
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This Certificate is awarded to Mr./Ms. YASHDEEP SAXENA
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This Certificate is awarded to Mr./Ms. IAHANVI SAXENA
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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. SUNIL KUMAR
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This Certificate is awarded to Mr./Ms. ARVIND KUMAR
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offered by Department of PHARMACY
during 10 AUGUST 2020 - 26 DECEMBER 2020

Head of the Department

Dean

Course Coordinator

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. AKHIL PRATAP SINGH
of Program B.PHARM Year/Semester III YEAR
for successfully completing a value added course _____

SOFT SKILLS

_____ offered by Department of PHARMACY
_____ during 10 AUGUST 2020 - 26 DECEMBER 2020

Head of the Department

[Signature]
BEAN
INVERTIS INSTITUTE OF PHARMACY
INVERTIS UNIVERSITY, BAREILLY

[Signature]
Registrar
Invertis University
Bareilly

Course Coordinator

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. NURUL KAMAR
of Program B.PHARM Year/Semester III YEAR
for successfully completing a value added course _____
SOFT SKILLS

offered by Department of PHARMACY
during 10 AUGUST 2020 - 26 DECEMBER 2020

Head of the Department

DIAN

Course Coordinator

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. MOH AFZAL
of Program B.PHARM Year/Semester III YEAR
for successfully completing a value added course _____

SOFT SKILLS

offered by Department of PHARMACY
during 10 AUGUST 2020 - 26 DECEMBER 2020

Head of the Department

DEAN

Course Coordinator

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. PANKAJ YADAV
of Program B.PHARM Year/Semester III YEAR
for successfully completing a value added course _____
SOFT SKILLS

offered by Department of PHARMACY
during 10 AUGUST 2020 - 26 DECEMBER 2020
Head of the Department _____

DEAN

_____ *with*
Course Coordinator

INVERTIS INSTITUTE OF PHARMACY
INVERTIS UNIVERSITY, BAREILLY

Registrar
Invertis University
Bareilly

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. HARNAAM
of Program B.PHARM Year/Semester III YEAR
for successfully completing a value added course _____

SOFT SKILLS

offered by Department of PHARMACY
during 10 AUGUST 2020 - 26 DECEMBER 2020

Head of the Department

DEAN

INVERTIS INSTITUTE OF PHARMACY

INVERTIS UNIVERSITY, BAREILLY

Course Coordinator

Registrar

Inverts University

Bareilly

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. AJAHARUDDIN
of Program B.PHARM Year/Semester III YEAR
for successfully completing a value added course _____
SOFT SKILLS

offered by Department of PHARMACY
during 10 AUGUST 2020 - 26 DECEMBER 2020

Head of the Department

DEAN

Course Coordinator

INVERTIS INSTITUTE OF PHARMACY
INVERTIS UNIVERSITY, BAREILLY

Registrar
Inverts University
Bareilly

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. DANIYAL AHMAD
of Program B.PHARM Year/Semester III YEAR
for successfully completing a value added course _____

SOFT SKILLS

Awarded by Department of PHARMACY

during 29 AUGUST 2020 - 26 DECEMBER 2020

Head of the Department

[Signature]
Course Coordinator

DEAN
INVERTIS INSTITUTE OF PHARMACY
INVERTIS UNIVERSITY, BAREILLY

Registrar
Invertis University
Bareilly

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. SAMAN WAHEED
of Program B.PHARM Year/Semester III YEAR
for successfully completing a value added course _____

SOFT SKILLS

offered by Department of PHARMACY
during 10 AUGUST 2020 - 26 DECEMBER 2020

Head of the Department

DEAN

Course Coordinator

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. APARAJITA SINGH
of Program B.PHARM Year/Semester III YEAR
for successfully completing a value added course _____

SOFT SKILLS

_____ offered by Department of PHARMACY
_____ during 10 AUGUST 2020 - 26 DECEMBER 2020

Head of the Department

DEAN

Course Coordinator

INVERTIS INSTITUTE OF PHARMACY
INVERTIS UNIVERSITY, BAREILLY

Registrar
Invertis University
Bareilly

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. GOVIND GANGWAR
of Program B.PHARM Year/Semester III YEAR
for successfully completing a value added course _____

SOFT SKILLS

_____ offered by Department of PHARMACY
_____ during 10 AUGUST 2020 - 26 DECEMBER 2020

Head of the Department

Course Coordinator

DEAN

INVERTIS INSTITUTE OF PHARMACY
REGISTRATION NO. 100/2017/PHARMACY BAREILLY

Registrar
Inverts University
Bareilly

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. RAHUL DUBEY
of Program B.PHARM Year/Semester III YEAR
for successfully completing a value added course _____
SOFT SKILLS

_____ offered by Department of PHARMACY
_____ during 10 AUGUST 2020 - 26 DECEMBER 2020

Head of the Department

DEAN
INVERTIS INSTITUTE OF PHARMACY
INVERTIS UNIVERSITY, BAREILLY

Registrar
Invertis-University
Bareilly

Course Coordinator

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. MOHIT SAXENA
of Program B.PHARM Year/Semester III YEAR
for successfully completing a value added course _____

SOFT SKILLS

offered by Department of PHARMACY

during 10 AUGUST 2020 - 26 DECEMBER 2020

Head of the Department

DEAN

Course Coordinator

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. SUMIT KUMAR
of Program B.PHARM Year/Semester III YEAR
for successfully completing a value added course _____
SOFT SKILLS

_____ offered by Department of PHARMACY
_____ during 10 AUGUST 2020 - 26 DECEMBER 2020

Head of the Department

Course Coordinator

DEAN

INVERTIS INSTITUTE OF PHARMACY
INVERTIS UNIVERSITY, BAREILLY

Registrar,
Invertis University
Bareilly

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. RAHUL SINGH
of Program B.PHARM Year/Semester III YEAR
for successfully completing a value added course _____

SOFT SKILLS

_____ offered by Department of PHARMACY
during 10 AUGUST 2020 - 26 DECEMBER 2020

Head of the Department

Course Coordinator

DEAN

INVERTIS INSTITUTE OF PHARMACY
INVERTIS UNIVERSITY, BAREILLY

REGISTRAR
Invertis University
Bareilly

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. ABHISHEK MISHRA
of Program B.PHARM Year/Semester III YEAR
for successfully completing a value added course _____
SOFT SKILLS

_____ offered by Department of PHARMACY
during 10 AUGUST 2020 - 26 DECEMBER 2020

Head of the Department

Course Coordinator

DEAN
INVERTIS INSTITUTE OF PHARMACY
INVERTIS UNIVERSITY, BAREILLY

Registrar
Inverts University
Bareilly

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

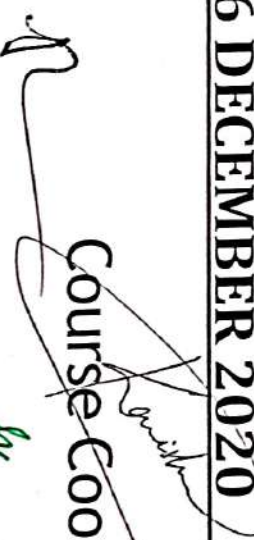
This Certificate is awarded to Mr./Ms. PRASHANT RATHORE
of Program B.PHARM Year/Semester III YEAR
for successfully completing a value added course _____

SOFT SKILLS

offered by Department of PHARMACY

during 10 AUGUST 2020 - 26 DECEMBER 2020

Head of the Department


Course Coordinator

DEAN

INVERTIS INSTITUTE OF PHARMACY
UNIVERSITY BAREILLY

Registrar
Invertis University
Bareilly