

Professional Etiquette 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

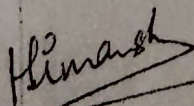
- Interpersonal skills
- Personal responsibility
- Social and civic responsibility
- Interactive communication

Digital-age Literacy

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

Inventive Thinking

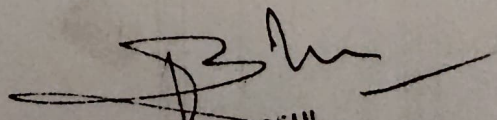
- Adaptability and managing complexity
- Self-direction



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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

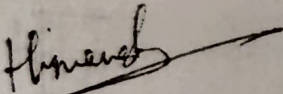
10 Hours

Fostering collaboration and community

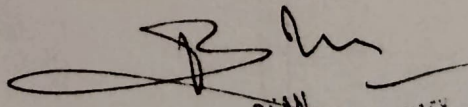
Promoting expectation and beliefs that optimize motivation

Develop self-assessment and reflection

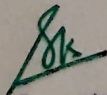
Weekly contributions to the course glossary. Add topic specific terms, phrases and skills with definitions and explanations included. Enhancement and tags are encouraged



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Department of Pharmacy

29 July 2021

CIRCULAR

**VALUE ADDED COURSE (PROFESSIONAL ETIQUETTE)-
B.Pharm**

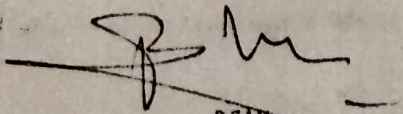
Student of B.Pharm. Ist Year are hereby informed you that online "Professional Etiquette class" is scheduled from 02 August 2021 in your respective classroom, Academic Block-III.

Schedule:

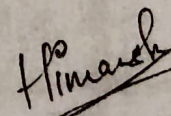
- Time Slot: 03:00 PM to 05:00 PM
- Key Speaker: Ms. Lipi Nogai
- Duration: 2 hrs

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 of Department
Invertis Institute of Pharmacy
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Established by Govt. of U.P. Part II of 1956 Act, 1956 and Part II of 1986 Act, 1986

PROFESSIONAL ETIQUETTE

Organised by:-
Department of
Pharmacy

Program:- B Pharm II

02:00 PM TO 3:00 PM

Aug 02- Dec 14 2021

Himanshu
HOD.

Mr. Himanshu Joshi

Head of Department
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Key speaker

Ms. Lipi Nogai

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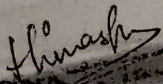
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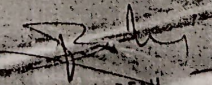
Established by Govt. of U.P. Part IV of 1956 Act. 1974 vide U.P. Act 27 of 1974

PROFESSIONAL ETIQUETTES

Course Overview

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