

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

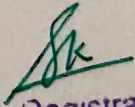
Understanding the communicative environment
Understanding the communicative environment
When to speak and how. Starting and sustaining a conversation
What to listen for and why Communication skills
Presentation and interaction

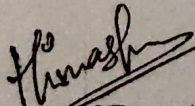
Unit II

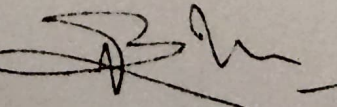
10 Hours

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

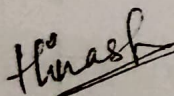
- Managing time
- Managing stress
- Resilience
- Work-life balance
- Applying soft-skills to workplace, Creativity, critical thinking and problem solving

Unit IV

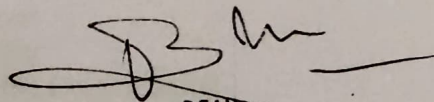
10 Hours

Developing key traits: Motivation, persuasion, negotiation and leadership

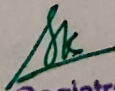
- Motivating oneself
- The art of persuasion-I
- The art of persuasion-II
- From persuasion to negotiation
- Leadership and motivating others, Emotional and social skills



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Department of Pharmacy

05 August 2022

CIRCULAR

VALUE ADDED COURSE (Soft Skills)-B.Pharm.

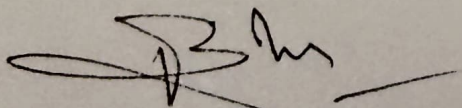
Student of B.Pharm. IIIrd are hereby informed you that online "Soft skills" is scheduled from 8 August 2022 in your respective classroom, Academic Block-III.

Schedule:

- Time Slot: 03:00 PM to 05:00 PM
- Key Speaker: Mr. Vishesh Maurya
- Duration: 2 hrs

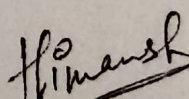
Program Overview:

This 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 helps them to build emotional intelligence, development, problem solving skills, unless the hidden potential in students



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Mr. Himanshu Joshi
Head of Department
(HOD)
Invertis Institute of Pharmacy
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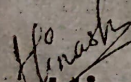
SOFT SKILLS

Organised by:-
Department of Pharmacy

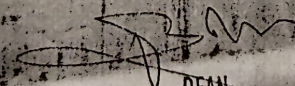
Program:- B Pharm III

2:00 TO 3:00PM

AUG 08-DEC 23 2021

 HOD:
Mr. Himanshu Joshi

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Key Spe
Mr. Vishesh Maurya


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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 a complement to hard skills, which refer to a person's knowledge and occupational skills. Overall enhancement of a student carves him into a confident and skilled person.

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