

Course: Soft skills - Online

Course Code: noc19-hs33

Session: 2019-20

Duration: 12 Weeks

Assessment procedures: Weekly Assignment (25%) + proctored certification Exam (75%)

Curriculum of the Course:

Week 1: Introduction to Soft Skills, Aspects of Soft Skills, Effective Communication Skills, Classification of Communication, Personality Development.

Week 2: Positive Thinking, Telephonic Communication Skills, Communicating Without Words, Paralanguage.

Week 3: Proxemics, Haptics: The Language of Touch, Meta-communication, Listening Skills, Types of Listening.

Week 4: Negotiation Skills, Culture as Communication, Organizational Communication.

Week 5: Communication Breakdown, Advanced Writing Skills, Principles of Business Writing, Types of Business Writing.

Week 6: Business Writing, Business Letters, Business Letters: Format and Style, Types of Business Letter.

Week 7: Writing Reports, Types of Report, Strategies for Report Writing, Evaluation and Organization of Data.

Week 8: Structure of Report, Report Style, Group Communication Skills.

Week 9: Leadership Skills, Group Discussion, Group Discussion, Meeting Management, Adaptability & Work Ethics.

Week 10: Advanced Speaking Skills, Oral Presentation, Speeches & Debates, Combating Nervousness, Patterns &

Week 11: Methods of Presentation, Oral Presentation: Planning & Preparation.

Making Effective Presentations, Speeches for Various Occasions, Interviews, Planning & Preparing (Part I): Effective Resume, Planning & Preparing (Part II): Effective Resume.

Week 12: Facing Job Interviews, Emotional Intelligence & Critical Thinking, Applied Grammar

List of students enrolled

S. No.	Name of Student	5.	Surbhi Agarwal
1.	Anuj Sharma	6.	Ajit Singh Shekhawat
2.	Vedang Agarwal	7.	Akshat Jain
3.	Aaditya Somani	8.	Akshay Kumar
4.	Payoj Agrawal	9.	Anand Samantnani

10.	Ankit Yadav
11.	Atishrestha Sagar
12.	Bahadur Choudhary
13.	Bhavesk Kumawat
14.	Mohammed Danish
15.	Deepak Yadav
16.	Mohit Gautam
17.	Kartik Arora
18.	Himanshu Bohara
19.	Himanshu Nehra
20.	Jeetu Saini
21.	Ankit Agrawal
22.	Jitendra Jangid
23.	Karan Sharma
24.	Kirti Meena
25.	Krishan Kant Baroliya
26.	Kunal Laungani
27.	Luckey Sharma
28.	Manan
29.	Maninder Singh
30.	Mayank Kumawat
31.	Mukesh Sharma
32.	Mukund Chaturvedi
33.	Naitik Popli
34.	Navdeep Singh Rathore
35.	Neha Kumawat
36.	Bhanu Arya

37.	Prakarsh Goyal
38.	Radhika Choudhary
39.	Rajat Jangid
40.	Ravi Kant Sahu
41.	Sachin Olkha
42.	Sagar Banerjee
43.	Sanskar Sonkhiya
44.	Yugal Sharma
45.	Shabbir Ahmed
46.	Utkarsh Sharma
47.	Akshay Sharma
48.	Shivani Jethliya
49.	Shubham Pareek
50.	Shubham Gupta
51.	Sudhanshu Jain
52.	Surbhi Maheshwari
53.	Sushobhit Nigam
54.	Swapnil Bhardwaj
55.	Tanveer Singh Nathawat
56.	Uday Singh Shekhawat
57.	Vikas Jajoriya
58.	Vinay Vyas
59.	Vishnu R Nair
60.	Yogesh Meena
61.	Mohammed Younus
62.	Yagyesh Sharma