

## **Course:** Developing Soft Skills and Personality

**Course Code:** noc20-hs43

**Session:** 2019-20

**Duration:** 8 Weeks

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

### **Curriculum of the Course:**

**Week 1:** Lecture 1: Introduction: A New Approach To Learning

Lecture 2: Planning And Goal-Setting

Lecture 3: Human Perceptions: Understanding People

Lecture 4: Types Of Soft Skills: Self-Management Skills

Lecture 5: Aiming For Excellence: Developing Potential And Self-Actualisation

Lecture 6: Need Achievement And Spiritual Intelligence

**Week 2:** Lecture 7: Conflict Resolution Skills: Seeking Win-Win Solution

Lecture 8: Inter-Personal Conflicts: Two Examples

Lecture 9: Inter-Personal Conflicts: Two Solutions

Lecture 10: Types Of Conflicts: Becoming A Conflict Resolution Expert

Lecture 11: Types Of Stress: Self-Awareness About Stress

Lecture 12: Regulating Stress: Making The Best Out Of Stress

**Week 3:** Lecture 13: Habits: Guiding Principles

Lecture 14: Habits: Identifying Good And Bad Habits

Lecture 15: Habits: Habit Cycle

Lecture 16: Breaking Bad Habits

Lecture 17: Using The Zeigarnik Effect For Productivity And Personal Growth

Lecture 18: Forming Habits Of Success

**Week 4:** Lecture 19: Communication: Significance Of Listening

Lecture 20: Communication: Active Listening

Lecture 21: Communication: Barriers To Active Listening

Lecture 22: Telephone Communication: Basic Telephone Skills

Lecture 23: Telephone Communication: Advanced Telephone Skills

Lecture 24: Telephone Communication: Essential Telephone Skills

**Week 5:** Lecture 25: Technology And Communication: Technological Personality

Lecture 26: Technology And Communication: Mobile Personality?

Lecture 27: Topic: Technology And Communication: E-Mail Principles

Lecture 28: Technology And Communication: How Not To Send E-Mails!

Lecture 29: Technology And Communication: Netiquette

Lecture 30: Technology And Communication: E-Mail Etiquette

**Week 6:** Lecture 31: Communication Skills: Effective Communication

Lecture 32: Barriers To Communication: Arising Out Of Sender/Receiver's Personality

Lecture 33: Barriers To Communication: Interpersonal Transactions  
 Lecture 34: Barriers To Communication: Miscommunication  
 Lecture 35: Non-Verbal Communication: Pre-Thinking Assessment-1  
 Lecture 36: Non-Verbal Communication: Pre-Thinking Assessment-2

**Week 7:** Lecture 37: Nonverbal Communication: Introduction And Importance  
 Lecture 38: Non-Verbal Communication: Issues And Types  
 Lecture 39: Non-Verbal Communication: Basics And Universals  
 Lecture 40: Non-Verbal Communication: Interpreting Non-Verbal Cues  
 Lecture 41: Body Language: For Interviews  
 Lecture 42: Body Language: For Group Discussions

**Week 8:** Lecture 43: Presentation Skills: Overcoming Fear  
 Lecture 44: Presentation Skills: Becoming A Professional  
 Lecture 45: Presentation Skills: The Role Of Body Language  
 Lecture 46: Presentation Skills: Using Visuals  
 Lecture 47: Reading Skills: Effective Reading  
 Lecture 48: Human Relations: Developing Trust And Integrity

#### List of students enrolled

S. No	Name of Student		
1	Akshita Singhvi	23	Eklavya Joshi
2	Mohit Agarwal	24	Faisal Khan
3	Yameen Khan Pathan	25	Guru Sharan Kumawat
4	Shekhar Sharma	26	Nikhil Gupta
5	Pulkit Agrawal	27	Harsh Modi
6	Paritosh Ajmera	28	Harsh Vardhan
7	Anshul Kumar Yadav	29	Himanshu Vijayvargia
8	Akshat Jain	30	Pooja Jangid
9	Ankit Sharma	31	Jayesh Singh
10	Ankit Kumar	32	Jigyasa Karodiwal
11	Anshul Sharma	33	Rohit Meena
12	Kshitiz Anurag	34	Kalpana Modi
13	Astha Gupta	35	Kanika Singhal
14	Ekta Bhardwaj	36	Manan Purohit
15	Bhavesh Saxena	37	Rakshit Khandelwal
16	Bhuvan Sharma	38	Khushi Sa Rathore
17	Nitin Sharma	39	Kuldeep Sharma
18	Charu Agarwal	40	Ravindra Kumar Kumawat
19	Yash Kumar Sen	41	Arvind Kumawat
20	Darshan Ranka	42	Yash Verma
21	Deepak Sharma	43	Lalit Meena
22	Devansh Pareek	44	Lakshya Jaiswal
		45	Mahendra Jangid

46	Pooja Kumari Meena
47	Mehak Jain
48	Mehul Nandwana
49	Manish Kumar Saini
50	Mohit Agarwal
51	Moin Ali
52	Mudit Dhingra
53	Muskan Tailor
54	Naman Joshi
55	Naman Kumar Jain
56	Neha Kumawat
57	Neha Maheshwari
58	Nishant Singh
59	Nishi Chouhan
60	Nishita Tolani
61	Nitesh
62	Prajwal Parihar
63	Prakhar Jain
64	Prateek Tholiya
65	Pravesh Jain
66	Priya Singh Raghav
67	Priyanshusharma_1607
68	Radhika Sodhani
69	Raghav Agarwal
70	Raghav Bhandari
71	Rishi Bhargav
72	Ritik Khandelwal
73	Ritik Verma
74	Ritvik Babel
75	Lakshit Sharma
76	Ronak Vijayvergia
77	Rudraksha Sharma

78	Sumit Saini
79	Sanjay Kumar
80	Sankalp Pareek
81	Vaibhav Saraswat
82	Deep Shah
83	Vidhi Sukhnani
84	Madhav Sharama
85	Shayan Qureshi
86	Shobhit Khandelwal
87	Shobhit Sharma
88	Shruti Chauhan
89	Shubham Sharma
90	Dhananjay Nathawat
91	Sabhyata Agarwal
92	Sneha Khandelwal
93	Swatanshus Shekhar Singh
94	Tanisha Dhemla
95	Tanisha Jain
96	Tejas Kulothia
97	Tushar Mittal
98	Poorvaja Verma
99	Ujala Jhanwar
100	Utsav Jain
101	Vaibhav Talreja
102	Vipul Gupta
103	Vibhuti Sharma
104	V.Vighnesh Rajan
105	Vikalp Jain
106	Vinay Bansal
107	Vinay Vyas
108	Yashwardhan Gaur
109	Yayati