

# **Course: Soft Skill Development**

**Course Code:** noc21-hs07

**Session:** 2020-21

**Duration:** 8 Weeks

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

## **Curriculum of the Course:**

### **Week 1:** Communication skills 1: The basics

- i. Understanding the communicative environment-I
- ii. Understanding the communicative environment-II
- iii. What to listen for and why
- iv. When to speak and how
- v. Starting and sustaining a conversation

### **Week 2:** Communication skills 2 : Presentation and interaction

- i. What to present and how – I
- ii. What to present and how – II
- iii. Multimedia presentation: Understanding the basics
- iv. Communication styles
- v. Speaking in groups

### **Week 3:** Communication skills 3: Visual, nonverbal and aural communication

- i. The world of visual culture
- ii. Visual perception
- iii. The aural: Its relevance and impact
- iv. The body and the way it communicates
- v. The face, its expressions and what it says

### **Week 4:** Interpersonal communication 1: Individuals, groups and cultures

- i. Building Relationships
- ii. Understanding Group Dynamics- I
- iii. Understanding Group Dynamics- II
- iv. Groups, Conflicts and their Resolution
- v. Social Network, Media and Extending Our Identities

### **Week 5:** Interpersonal communication 2: Emotional and social skills

### **Week 6:** Developing key traits 1: Creativity, critical thinking and problem solving

### **Week 7:** Developing key traits 2: Motivation, persuasion, negotiation and leadership

- i. Motivating oneself
- ii. The art of persuasion-I
- iii. The art of persuasion-II
- iv. From persuasion to negotiation
- v. Leadership and motivating others

**Week 8: Essential and vocational skills: survival strategies**

- i. Managing time
- ii. Managing stress
- iii. Resilience
- iv. Work-life balance
- v. Applying soft-skills to workplace

**List of students enrolled**

S. No	Name of Students
1	Abhishek Singh
2	Aditi Sharma
3	Aditya Shri Shri Mal
4	Ajay Kumar Sharma
5	Aryan Mishra
6	Ashvani Khandelwal
7	Neha Sharma
8	Umang Sharma
9	Harshit Sharma
10	Sandeep Kumar Yadav
11	Nikhil Bhatia
12	Harshit Sen
13	Devanshu Soni
14	Dev Pareek
15	Vishal Verma
16	Geetika Mathur
17	Nishkarsh Goyal
18	Harsh Modi
19	Harshika Kumari
20	Siddharth Harshit
21	Himanshu Gothwal
22	Anshul Gora
23	Anirudh Sharma
24	Shubham Jain
25	Jahanvi Rathi
26	Akshat Jain
27	Manav Jain
28	Jitendra Singh
29	Kalpana Modi
30	Harsh Sharma
31	Kartik Khandelwal
32	Kavish Jain
33	Jayesh Khatri
34	Kriti Kothari

35	Kusum Sharma
36	Lakshit Jain
37	Lakshya Verma
38	Madhav Kankani
39	Manoj Garg
40	Manish Saini
41	Mayank Gupta
42	Mohd Mohseen
43	Mohit Kumar Pamnani
44	Chetesh Sharma
45	Kuldeep Nagar
46	Navneet Kumar
47	Nikunj Singh Gehlot
48	Nitish Kumar Mishra
49	Naveen Pareek
50	Prateek Goyal
51	Prateek Somani
52	Prince Singhal
53	Puneet Garg
54	Rahul Kumar Balai
55	Yash Soni
56	Ruchika Jain
57	Sakshi Agarwal
58	Vaibhav Saraswat
59	Yogendra Singh
60	Sangeeta Sharma
61	Shashank Pandiya
62	Shivam Garg
63	Nikunj Sahu
64	Soumya Agarwal
65	Sourabh Kabra
66	Sneha Sharma
67	Nitin Sharma
68	Suryansh Johari
69	Tanishq Chaturvedi

70	Tanuj
71	Tanvi Nemnani
72	Tanya Khandelwal
73	Tejas Kulothia
74	Priya Gupta
75	Umang Sharma
76	Vaibhav Talreja
77	Iqjot Valecha

78	Akshay Verma
79	Vinay Vyas
80	Vinit Kumar Shah
81	Vishal Kumawat
82	Vishal Kumar Nama
83	Vishal Sen
84	Shivam Sharma
85	Vikas Kumar Prasad