

**Sri Krishna Dutt Academy,
Vrindavan Yojna, Raibareilly Road,
Lucknow (U.P.)**
(An Associated college of University of Lucknow)

Soft skill & Personality Development

Objective : You may have an elaborate set of hard skill such as coding design web development abilities as an employee but hard skill are considered technical knowledge in a particular field and are insufficient to sustain in the work place soft skills will maintain in to personal relationships with your colleagues and more up word in the hierarchy in your department and the organizations the best soft skills include article thinking ability problem solving strategies creativity emotional motion and attitude toward other employees.

Course outcome:

- (i) Career progression and promotion
- (ii) Improvement in workplace productivity
- (iii) Student will be able to build professional relationships
- (iv) It will be help in make well rounded hiring decisions
- (v) Student will be self-confident

Unit-1 Soft skill (8 hrs)

- Introduction
- Soft skill - Emotional Intelligence, adaptability, problem solving, leadership, team work & collaboration, Time management & organization, Stress Management
- Need for soft Skill

Unit-2 Personality development (6 hrs)

- Meaning of personality
- Types of Personality
- Personality development
- Elements of personality development

Unit-3 Communication Skill (8 hrs)

- Introduction
- Process of communication
- Characteristics of effective communication
- Verbal communication
- Non-verbal communication
- Communication barrier

Unit -4 Interpersonal relationship (8 hrs)

- Introduction
- Importance of interpersonal relationship skill
- Types of interpersonal relationships
- Factors of interpersonal relationships
- Consequences of interpersonal relationships

Practical

- 1 - Role Play
- 2- Group discussion - leadership potential
- 3- Interview