

TKM COLLEGE OF ARTS & SCIENCE, KOLLAM

DEPARTMENT OF ENGLISH

SOFT SKILLS

SYLLABUS

Course description

The key areas addressed in Soft skills are Communication skills, Body language and Etiquette, Group discussion skills, Interview skills, Presentation skills, and Emotional Intelligence, Time Management Skills, Preparation of CV and Life skills.

Objectives

- To help increase students' self-esteem.
- To encourage the all round development of students.
- To expose students to right attitudinal and behavioral aspects.
- To help formulate problem solving skills.
- To guide students in making appropriate and responsible decisions.
- To create a desire to fulfill individual goals.
- To become more effective individual through goal/target setting, self motivation and practicing creative thinking.

Syllabus

Introduction to Soft Skills - Communication Skills –Presentation skills- Time Management Skills-Personality development and leadership- Body Language- Group Discussion & Interview Skills –Career Counselling- Preparation of CV - Emotional Intelligence- Life Skills - Soft Skills
Practical Activities related to Soft Skills.