



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY: KAKINADA
KAKINADA – 533 003, Andhra Pradesh, India

DEPARTMENT OF CIVIL ENGINEERING

III Year – II Semester		L	T	P	C
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Employability Skills					

Preamble: This course is introduced to enhance the soft and hard skills of students based on industry needs and helping the student to get the employment in the competitive industrial environment.

Course Objective: In this course the student should understand:

- (i) Aptitude skill, (ii) Soft skills, (iii) Skills required for campus placement interview

Unit 1: Aptitude Skills

Quantitative Aptitude:

Numbers, HCF and LCM, Problems on ages, Averages, Ratio and Proportion, Percentages, Profit and Loss, Partnership, Interest calculations, Time and Work, Time and Distance, Pipes and Cisterns, Mensuration

Reasoning:

Number and Letter Analogy, Coding and decoding, Odd Man out, Symbols and Notations, Permutations and Combinations, Probability, Data Interpretation, Data Sufficiency, Clocks and Calendars, Deductions, Logical Connectives, Venn Diagrams, Cubes, Binary Logic, Ordering and Sequencing, Blood relations – Syllogisms - Seating arrangement, Analytical Reasoning

Unit 2: Skills - I

Soft Skills: An Introduction – Definition and Significance of Soft Skills; Process, Importance and Measurement of Soft Skill Development. **Self-Discovery:** Discovering the Self; Setting Goals; Beliefs, Values, Attitude, Virtue. Goal Setting-Vision Vs Mission Vs Goals, SMART Technique to Goal Setting, SWOT Analysis. **Self Esteem:** Types of Self Esteem, Causes of Low Self Esteem, Merits of Positive Self Esteem and Steps to build a positive Self Esteem; Art of Compromise, Learn to Say: 'I Don't Know', Being organized, Showing Self-awareness, Self-Assessment for Attainable Career Objectives. **Attitude & Confidence:** Attitude Vs Skills Vs Knowledge, Attitude Vs Behaviour, Developing Positive Attitude and Confidence; Fear- Public Speaking, Steps to Overcome Fear, developing Positive Thinking and Attitude; Driving out Negativity; Meaning and Theories of Motivation; Enhancing Motivation Levels, Adjusting Your Attitude-Arrogance has no Place in the Workplace, Cultural Sensitivity in the Workplace, Corporate Culture: Learning How to Fit in. **Motivational Talk:** Team Work, Team Vs Group, Stages in Team Building, Mistakes to avoid and Lessons to Learn.

Unit 3: Skills – II:

Interpersonal Communication: Interpersonal relations; communication models, process and barriers; team communication; developing interpersonal relationships through effective communication; essential formal writing skills; corporate communication styles – assertion, persuasion, negotiation. **Listening:** Listening Vs Hearing, Possible reasons for why people do not Listen at times, Active Listening Vs Passive Listening, Listening effect on relationships. **Public Speaking:** Skills, Methods, Strategies and Essential tips for effective public speaking. **Group Discussion:** Importance, Planning, Elements, Skills assessed; Effectively disagreeing, Initiating, Summarizing and Attaining the Objective. **Non-Verbal Communication:** Importance and Elements; Body Language-Postures, gestures, eye contact. **Teamwork and Leadership Skills:** Concept of



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Teams; Building effective teams; Concept of Leadership and honing Leadership skills. **Presentation Skills:** Types, Content, Audience Analysis, Essential Tips – Before, During and After, Overcoming Nervousness. **Etiquette and Manners:** Social and Business. **Time Management** – Concept, Essentials, Tips.

Unit 4: Personality Development: Meaning, Nature, Features, Stages, Models; Learning Skills; Adaptability Skills. **Decision-Making and Problem-Solving Skills:** Meaning, Types and Models, Group and Ethical Decision-Making, Problems and Dilemmas in application of these skills. **Conflict Management:** Conflict - Definition, Nature, Types and Causes; Methods of Conflict Resolution. **Stress Management:** Stress - Definition, Nature, Types, Symptoms and Causes; Stress Analysis Models and Impact of Stress; Measurement and Management of Stress. **Leadership and Assertiveness Skills:** A Good Leader; Leaders and Managers; Leadership Theories; Types of Leaders; Leadership Behaviour; Assertiveness Skills. **Emotional Intelligence:** Meaning, History, Features, Components, Intrapersonal and Management Excellence; Strategies to enhance Emotional Intelligence.

Unit 5: Group Discussions (GD):

Stages of a GD, GD Vs Debate, Skills assessed in a GD, Blunders to be avoided, Dos & Don'ts, GD-Practice: Conducting practice sessions and Brain Storming Sessions, Evaluation, feedback on their performance

Resume Preparation: Resume Templates, Steps followed for resume preparation, Common mistakes in a resume; Covering letter

Campus Placements Skills: Stages of Campus Placement, Skills assessed in Campus Placements, Changing scenario and its Challenges & How to get ready, Motivational Talk on Positive Thinking: Beliefs, Thoughts, Actions, Habits & Results (Success);

Interview Skills: Types of Interview, Interviewer and Interviewee – in-depth perspectives; Before, During and After the Interview; Tips for Success, Dress code and Grooming, Dos & Don'ts, Skills assessed in an Interview, Mistakes to be avoided, How to equip oneself to excel; How to handle the Typical Interview Questions; Mock Interviews: Unconventional HR questions, Practice sessions with Feedback, **Simulated Testing:** Previous model papers of companies,

Business Terminology: Financial Terms such as Debt, Equity, Share, Working Capital, Turnover, Net worth etc; Vision, Mission, Objectives, Goals, Targets

Course Outcomes: After studying this course the student should be able to

(i) solve aptitude and reasoning problems, (ii) apply the soft skills in dealing the issues related to employability, (iii) successful in getting employment in campus placement interview

References:

- 1) B. K. Mitra, Personality Development and Soft Skills, Oxford University Press, 2011.
- 2) S.P. Dhanavel, English and Soft Skills, Orient Blackswan, 2010.
- 3) R.S. Aggarwal, A Modern Approach to Verbal & Non-Verbal Reasoning, S.Chand & Company Ltd., 2018.
- 4) Raman, Meenakshi & Sharma, Sangeeta, Technical Communication Principles and Practice, Oxford University Press, 2011.