



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY: KAKINADA

KAKINADA – 533 003, Andhra Pradesh, India

DEPARTMENT OF INFORMATION TECHNOLOGY

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EMPLOYABILITY SKILLS -I					

Course Objectives:

The aim of this course is

- To explore and practice basic communication skills
- To learn skills for effective discussions & team work
- To assess and improve personal grooming

Course Outcomes:

By the end of this course, the student

- Establish effective communication with employers, supervisors, and co-workers
- Identify to explore their values and career choices through individual skill assessments
- Adapts positive attitude and appropriate body language
- Interpret the core competencies to succeed in professional and personal life

A list of vital employability skills from the standpoint of engineering students with discussion how to potentially develop such skills through campus life.

- 1) Soft Skills: An Introduction – Definition and Significance of Soft Skills; Process, Importance and Measurement of Soft Skill Development.
- 2) Self-Discovery: Discovering the Self; Setting Goals; Beliefs, Values, Attitude, Virtue.
- 3) Positivity and Motivation: Developing Positive Thinking and Attitude; Driving out Negativity; Meaning and Theories of Motivation; Enhancing Motivation Levels.
- 4) Interpersonal Communication: Interpersonal relations; communication models, process and barriers; team communication; developing interpersonal relationships through effective communication; listening skills; essential formal writing skills; corporate communication styles – assertion, persuasion, negotiation.
- 5) Public Speaking: Skills, Methods, Strategies and Essential tips for effective public speaking.
- 6) Group Discussion: Importance, Planning, Elements, Skills assessed; Effectively disagreeing, Initiating, Summarizing and Attaining the Objective.
- 7) Non-Verbal Communication: Importance and Elements; Body Language.
- 8) Teamwork and Leadership Skills: Concept of Teams; Building effective teams; Concept of Leadership and honing Leadership skills.

Reference Books:

- 1) Barun 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.
- 5) Managing Soft Skills for Personality Development – edited by B.N.Ghosh, McGraw Hill India, 2012.
- 6) English and Soft Skills – S.P.Dhanavel, Orient Blackswan India, 2010.