

## Skills for Successful Career

### PROGRAMME DIRECTORS

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### HIGHLIGHTS

**Duration: 60 Hours Credits 2**

**Assessment through Assignments and Final Exam**

**Course Fee: Rs. 3,500/-**

### CLASS TIMINGS

**Weekly four hours**

**Flexible to individuals according to their regular course class timings**

### Introduction

India is currently facing a huge employability challenge with reference to graduate students from all disciplines be it Science, Commerce, Management or Arts. Though unemployment is a challenge, the bigger issue is lack of employability skills in graduate students. Various studies and surveys conducted in this area reveal 70 to 75% of graduates are not employable. Though few of them are academically good, they fail to get absorbed by the companies. So what kind of skills do these students lack? Success in a profession basically depends on two important components- Hard Skills or Occupational Skills and Soft Skills. Occupational skills are important to do a particular task and it is mainly applicable in the work place. Soft skills on the other hand is a person's ability to interact and behave in a proper manner with his/her boss, co-workers, customers, family, friends etc. Soft skills are useful both in work place and outside the workplace. Soft skills complement hard skills which are operational requirement of a job. Today employers are seeking good set of soft skills along with a standard qualification. Soft skills comprise of good behaviour, right attitude, communication and time management skills, managing stress, work-life balance etc. This course intends to impart these essential skills to students through class room teaching, activities, case studies, role play, demonstration etc.

### Course Description

This unit develops the learner's knowledge and understanding of the basic employability skills such as Communication skills, Life learning skills, Entrepreneurial skills, Interview skills etc. This course includes class room lectures, group discussions, case studies, seminars,

workshops and guest lectures from different field of knowledge. The student's skill development is monitored through continuous assessment and evaluation system.

### **Course Objectives**

- To face interviews with required skill sets to become prospective employees for today's competitive career world and to provide scope for continuous learning to frame ideas to develop conceptual business enterprises.

### **Course Module**

The course is designed to impart the below mentioned skill sets in students by following appropriate pedagogy and delivery methods.

- Interview skills
- Communication skills
- Teamwork skills
- Problem solving skills
- Learning skills
- Initiative and enterprising skills
- Entrepreneurial skills
- Self-Management skills
- Technology based skills

### **Learning Outcomes and assessment criteria covered – Total 60 hours**

- Adopt and demonstrate good communication skills
- Handle and manage stress
- Understand the importance of time management, right attitude and behaviour, etc., for a successful career
- Learn the art of facing interviews

## Course Content

Hours	Module	Content
10 Hours	Interview Skills	<ul style="list-style-type: none"> <li>• Mock group discussion</li> <li>• Types of interview</li> <li>• How to research on your prospective employer?</li> <li>• Resume writing and job application</li> <li>• Stages of an interview</li> <li>• Body language</li> </ul>
10 Hours	Communication and Team work Skills	<ul style="list-style-type: none"> <li>• Writing and presenting reports</li> <li>• Role plays and demonstrations</li> <li>• Types of communication</li> <li>• Group project work</li> <li>• Individual contribution in a team</li> <li>• How to be an active group member?</li> </ul>
10 Hours	Problem Solving and learning skills	<ul style="list-style-type: none"> <li>• How to approach a problem-Case studies and simulation?</li> <li>• Project work with specific problems to address</li> <li>• Problem solving tools and techniques-brainstorming</li> <li>• Decision making process</li> <li>• Learning and unlearning</li> <li>• Developing reading habits</li> </ul>
10 Hours	Initiative, Enterprising and entrepreneurial Skills	<ul style="list-style-type: none"> <li>• How to be different? A change maker</li> <li>• Designing innovative and creative practices and solution</li> <li>• Innovation according to market</li> <li>• Networking</li> <li>• Resilience/Ability to deal with failure</li> <li>• Ability to raise and manage money</li> </ul>
10 Hours	Self-management skills	<ul style="list-style-type: none"> <li>• Developing action plans</li> <li>• Organizing and executing events</li> <li>• Time management</li> <li>• Goal setting activities Monitoring and evaluating own performance</li> <li>• Stress management through various tools and techniques</li> <li>• Planning for career and higher studies</li> </ul>
10 Hours	Technology based Skills	<ul style="list-style-type: none"> <li>• Google forms</li> <li>• Mentimeter</li> <li>• Renderforest</li> <li>• Mindmaster</li> <li>• Prezi</li> <li>• Edpuzzle</li> </ul>

## Attendance

- 75 % of the total attendance is the minimum requirement to be eligible to appear in the final exam of this module.

Attend 75 %	Qualify to sit for final examination
Absent 3 times	First warning
Absent 3 times after first warning	Second warning
Absent 3 times after second warning	Barred from Examination

## Assessment Methods – 100 MARKS

The course will be assessed by:

- Assignment 60 %
- Final Examination 40 %

## Books and References:

- Dorch, Patricia. *What Are Soft Skills?* New York: Execu Dress Publisher, 2013.
- Kamin, Maxine. *Soft Skills Revolution: A Guide for Connecting with Compassion for Trainers, Teams, and Leaders.* Washington, DC: Pfeiffer & Company, 2013.
- Klaus, Peggy, Jane Rohman & Molly Hamaker. *The Hard Truth about Soft Skills.* London: HarperCollins E-books, 2007.
- Petes S. J., Francis. *Soft Skills and Professional Communication.* New Delhi: Tata McGraw-Hill Education, 2011.
- Stein, Steven J. & Howard E. Book. *The EQ Edge: Emotional Intelligence and Your Success.* Canada: Wiley & Sons, 2006.