

Course Designed by:
1. Dr. Naresh Rathee
2. Dr. Anu Rathee

CERTIFICATE COURSE IN SOFT SKILLS



**CHHOTU RAM ARYA COLLEGE
SONIPAT**

131001

Established in 1951

2017

Programme Overview

This programme has been developed in collaboration with the **SPACE INSTITUTE** and **C.R. A College, Sonipat**. The programme is intended to provide basic knowledge and technical skills in the areas of soft skills. The programme also aims to develop speaking skills so that they become employable. The knowledge imparted shall facilitate better communication skills which in turn will improve their scope of employability.

About the Programme:

Soft Skills, a buzzword today has attracted the attention of students, professionals and entrepreneurs all over the world. Employability is a major concern today, every individual aims at getting coveted jobs. Employability today is commensurate with proving multiple skills in varied situations in a fast-changing world. Hence, everyone aspiring for jobs today has to prove one's mettle in various situations where one requires to be armed with different skills, which, collectively come under Soft Skills. One may be armed with good competence in one's subject but one cannot compete with his peer groups unless one has the potential of performance. Performance can be ensured with the demonstration of certain abilities that can help a professional communicate, corroborate, convince, evaluate and look into the continuing as well as the upcoming trends of the corporate world from time to time. This course aims at creating awareness among the stakeholders of the corporate world in which the role of individuals as team players and also as responsible leaders materialize to a great extent. The course, with its interactive and need-based modules, will address various challenges of communication as well as behavioural skills faced by individuals at the workplace and organizations in bridging the gaps through effective skills of interviews, group discussions, meeting management, presentations and nuances of drafting various business documents for sustainability in today's global world.

Objectives:

The main objective of the programme is intended to:

1. Develop and strengthen Human Resources by imparting proper soft skills demanded by business organisations ;
2. Create awareness about the importance of soft skills in Business organizations; and
3. Impart basic knowledge and technical proficiency about soft skills.

Programme Structure :-

1. Module 1: Introduction to Soft Skills, Aspects of Soft Skills, Effective Communication Skills, Classification of Communication, Personality Development
2. Module 2: Positive Thinking, Telephonic Communication Skills,

- Communicating without Words, Paralanguage
3. Module 3: Proxemics, Haptics: The Language of Touch, Meta-communication, Listening Skills, Types of Listening
 4. Module 4: Negotiation Skills, Culture as Communication, Organizational Communication
 5. Module 5: Communication Breakdown, Advanced Writing Skills, Principles of Business Writing
 6. Module 6: Writing Reports, Types of Report, Strategies for Report Writing, Evaluation and Organization of Data
 7. Module 7: Structure of Report, Report Style, Group Communication Skills
 8. Module 8: Leadership Skills, Group Discussion, Meeting Management, Adaptability & Work Ethics
 9. Module 9: Advanced Speaking Skills, Oral Presentation, Speeches & Debates, Combating Nervousness, Patterns & Methods of Presentation, Oral Presentation: Planning & Preparation
 10. Module 10: Making Effective Presentations, Speeches for Various Occasions, Interviews, Planning & Preparing: Effective Résumé,
 11. Module 11: Facing Job Interviews, Emotional Intelligence & Critical Thinking, Applied Grammar

Eligibility: 12th Pass

Programme Duration

The duration of the course is 30 days. 20 Days Theory classes and 10 days Language Lab Practice.

Registration

The registration dates for this programme run and manage by the college and are updated timely on the college website.

Job Opportunities:

The students who have completed this course have the essential soft skills which will help them to get better options of employment in all the business organizations.

Counselling sessions:

The programme has theoretical and practical components. An equal weightage has been given to theory and practical components. The participation in the practical session is an integral part of the programme. 75% attendance in the theory component is compulsory to appear in the practical component. The theory sessions will be held in the college premises and the practical session will be conducted at the premises of our knowledge partner.

Additional Information:

The additional information about the programme and the admission details are available at college website www.cracollegesonepat.org and with our knowledge partner Space Institute.

For further information, kindly contact:

Name:- Mr. Satish Kumar

Designation: Programme Coordinator



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