

COURSE TITLE	INTERPERSONAL SKILLS DEVELOPMENT
COURSE CODE	04AH0308
COURSE CREDITS	2

Course Outcomes: After completion of this course, student will be able to:

- 1 Develop an understanding of their own personality traits, strengths, weaknesses, and emotional triggers.
- 2 Acquire effective active listening, public speaking, and business discussion.
- 3 Apply these skills effectively in team settings, motivating and inspiring others, while also being able to collaborate productively with colleagues.
- 4 Evaluate to manage stress, ensuring they maintain both personal well-being and work performance under pressure
- 5 Apply and respect for diverse perspectives, backgrounds, and cultures, contributing to stronger interpersonal connections.

Pre-requisite of course:NA

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
2	0	0	50	30	20	0	0

Contents : Unit	Topics	Contact Hours
1	Emotional Intelligence and Assertiveness and Influence in Business The Role of Emotional Intelligence in Business, Developing Self-Awareness for Leadership Effectiveness, Assertiveness and Influence in Business, Personal branding and image management	15
2	Building and Maintaining Professional Relationships Networking and Relationship Building, Teamwork Management, Planning & Management, Building Self-Motivation and self-confidence	15
Total Hours		30

Textbook :

- 1 Personality Development and Soft Skills, Dr. S. S. Khandwala , Pearson Education, 2020
- 2 Grooming and Personality Development, R.S. Sharma, Rupa Publications, 2021
- 3 Developing Interpersonal Skills, Michelle Halsey , Silver City, 2019

References:

- 1 The Art of Personality Development, The Art of Personality Development, N. K. Gupta, Himalaya Publishing House, 2021
- 2 Interpersonal Skills at Work, Interpersonal Skills at Work, John Hayes, Routledge, 2016

Suggested Theory Distribution:

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery					
Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking / Creative
20.00	30.00	25.00	15.00	10.00	0.00

Instructional Method:

- 1 Project Based Learning Case Based Learning Flipped Classroom Collaboration Learning