

COURSE TITLE	SOFT SKILLS
COURSE CODE	20BN0406
COURSE CREDITS	1

Objective:

- 1 Identify & perform personal, professional & Social Etiquette , Illustrate Telephone Etiquette
- 2 Learn & apply Presentation skills. , Be empowered in Public Speaking
- 3 Practice appropriate time management and use planning tools
- 4 Incorporate Motivational skills in practice
- 5 Develop Decision making skills
- 6 Demonstrate Teamwork in workplace

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

- 1 Identify & perform personal, professional & Social Etiquette , Illustrate Telephone Etiquette
- 2 Learn & apply Presentation skills. , Be empowered in Public Speaking
- 3 Practice appropriate time management and use planning tools
- 4 Incorporate Motivational skills in practice
- 5 Develop Decision making skills
- 6 Demonstrate Teamwork in workplace

Pre-requisite of course: This module is designed to improve the soft skills of the students and covers important skills required for personal and professional lives such as etiquette, presentation, time management, motivation, decision making and team work.

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
1	0	0	50	50	0	0	0

Contents : Unit	Topics	Contact Hours
1	Personal Etiquette: Personal Etiquette : (1) Grooming and personal hygiene (2) Body language-Postures & facial expressions (3) Punctuality and respectfulness (4) Manners , Professional Etiquette: (1) Meeting etiquette (2) Workplace etiquette (3) communication etiquette-Oral & written, Social Etiquette : (1) What is Social Etiquette? (2) Why are social skills important? (3) Types of social skills (4) Conversational skills - Greetings, listening, interacting (5) Common courtesies - Thank you, No thank you, Excuse me, May I (6) Social skill defects , Other types: (1) Classroom etiquette-respectful and punctual, use of cell phone, engagement in the class (2) Virtual classroom etiquette (3) Social media etiquette	5
2	Telephone etiquette: Introduce yourself first , Clarity of speech, Active listening and take notes , Use appropriate language , Remain cheerful	2
3	Presentation Skills: Introduction , Types of Presentation Skills , Structure , Importance of Presentation skills , Making a Presentation , Delivering a Presentation	3
4	Public Speaking: Elements of Public Speaking , Types of Public Speaking , How do you begin a speech, How do you make your speech good , Factors of Public Speaking	2
5	Time management: Know how to spend time, Set priorities, Using a Planning Tool , Getting Organised/Schedule time appropriately	2
6	Motivational skills: Forming and Changing Habit , Gratitude , Positivity , Mindfulness	2
7	Decision making skills: What is Decision making skills , The 5 Decision making skills , Styles of Decision making, How to develop decision making	2
8	Team work: Differentiate team/teamwork , Examples of team work skills , Working with different teams , Build a team in your workplace environment	2
Total Hours		20

Textbook :

- 1 ELECTIVE MODULES BSc Nursing Program (Modular content outline), INDIAN NURSING COUNCIL, INDIAN NURSING COUNCIL, 2022

References:

- 1 ELECTIVE MODULES BSc Nursing Program (Modular content outline), ELECTIVE MODULES BSc Nursing Program (Modular content outline), INDIAN NURSING COUNCIL, INDIAN NURSING COUNCIL, 2022

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
0.00	0.00	35.00	35.00	30.00	0.00

Instructional Method:

- 1 LECTURE CUM DISCUSSION

Supplementary Resources:

- 1 -