

**Sant Gadge Baba**



**Amravati University**

**Department of Lifelong Learning & Extension**

**Short Term Certificate Course**

**(3 Month)**

**Syllabus**

**for**

**Certificate Course in Soft Skill & Personality Development**

**Unit I:**

**KNOW YOURSELF**

SWOT Analysis; Importance of attitude, self-esteem, courage, confidence, reading and reflection; Dreams to Reality stories; Purpose of life; Case study; Related activities

**Unit II:**

**MOTIVATION**

Importance of motivation; Internal and external motivation; Self talk; Growth mindset; Case Study; Related activities

**Unit III:**

**GOAL SETTING**

Dreams and Goals; Setting Goals; Types of Goals (Short term, long terms, life time); Case Study; Related activities

**Unit IV:**

**TIME MANAGEMENT**

Time as a resource; Identification of time wasting; Prioritizing work to be done to do list; Check list; Case study; Related activities

**Unit V:**

**PRESENTATION SKILL**

Correctness of language; Clarity of words, thoughts and ideas; Gestures and manners Speed, audibility, voice modulation; Eye contact, body posture and facial expression; Case study; Related activities

**Unit VI:**

**STRESS MANAGEMENT**

Causes of Stress; Important of stress; How to manage stress? Mediation and its application; Case study; Related activities

**Unit VII:**

**GROUP DISCUSSION**

What is group discussion? Types of group discussion; Skills for group discussion; Case study ; Related activities

**Unit VIII:**

**INTERVIEW SKILL**

What is interview? Preparation of interviews; Conventional interviews; Modern Interviews-eg Telephonic interview, interview using internet etc; Case study; Related activities

**Unit IX:**

**EFFECTIVE COMMUNICATION SKILL**

Self-communication; Communication with others; Verbal communication; Nonverbal communication; Case Study; Related activities;

**Unit X:**

**ICT**

Working with computer; Making PPT and presenting it; Communication- email, Facebook, WhatsApp, etc; Social media benefits and drawbacks; Case Study; Related Activities