

**MANAGED BY JIVAN JYOT TRUST
J.Z SHAH ARTS & H. P. DESAI COMMERCE
COLLEGE,
AMROLI-SURAT.**

Re-Accredited B++ (CGPA 2.94) BY NAAC (3rd Cycle)

Affiliated To Veer Narmad South Gujarat University, Surat



**Certificate Short Term Course in
“Soft Skill Development” (SSD)**

Term: July 2021 to October 2021

Total Hours: 30 Hrs.



VISION

Through soft skills training programs, students will be able to better handle interpersonal relationships with a strong sense of empathy.

They will also be in a favorable position to monitor the emotions of others so as to come up with well-informed perceptions about others' behavior and thinking patterns.

Mission:

- Increased productivity.
- Stronger teamwork.
- More effective leaders.
- Improved retention of top talent.
- Reduced turnover.
- Improved employee morale.
- Stronger, more effective interdepartmental communication.
- Improved consistency in output, productivity.

Objectives:

- By the end of the soft skills training program, the students should be able to:
- Develop effective communication skills (spoken and written).
- Develop effective presentation skills.
- Conduct effective business correspondence and prepare business reports which produce results.
- Become self-confident individuals by mastering inter-personal skills, team management skills, and leadership skills.
- Develop all-round personalities with a mature outlook to function effectively in different circumstances.
- Develop broad career plans, evaluate the employment market, identify the organizations to get good placement, match the job requirements and skill sets.
- Take part effectively in various selection procedures adopted by the recruiters.



Course Outcome:

- On Completion of the course, Student will be able to –
- Effectively communicate through verbal/oral communication and improve the listening skills.
- Write precise brief or reports and technical documents.
- Actively participate in group discussion / meeting/ interviews and prepare & deliver presentation.
- Function effectively in multi-disciplinary and heterogeneous terms through the knowledge of the team work, Inter-personal relationships, conflict management and leadership quality.

SYLLABUS AND TOPIC OF THE COURSE

S.Y.B.A./B.COM.SEM-III

Duration: 30 Hours

Unit	Course Inputs	Weightage
1	Introduction ,Meaning – Soft skills ,hard Skills , Difference between Hard Skill and Soft Skill	25%
2	Types of Soft Skills - Communication Skill, Leadership Skill, Decision Making, Team Work, Inter Personal Skill, Time Management Skill , Presentation Skill	50%
3	Importance- Importance of Soft Skill,	25%



Onehede
PRINCIPAL
Dr. K. N. CHAVDA
J. Z. SHAH ARTS &
H. P. DESAI COMMERCE COLLEGE
At & Po. AMROLI-394 107, ST.UTRAN(W.R.)
TA. CHORYASI, DIST. SURAT.