# Crossland College, Brahmavar Diploma in Soft Skills Syllabus

#### **Programme Objectives**

The objective of the programme is to inculcate the soft skills such as Communication Skills, Presentation skills, Interview Skills, Emotional Management, etc. It is a multi disciplinary course open to all the students in college.

Duration: 40 hours

## Areas to be covered

1.Introduction to Soft Skills

- 2. Communication Skills
- 3. Presentation Skills
- 4 Time Management Skills
- 5. Body Language & Etiquettes
- 6. Group Discussion & Interview Skills
- 7.Preparation of CV
- 8. Emotional Intelligence Skills
- 9. Goal Setting & Motivation

#### Instructional mode

Since this is a skill development course, it will follow a learner centric approach . Techniques such as case study role play, group discussions, and seminars will be used for this course.

#### **Evaluation Pattern:**

Marks Distribution

1 Classroom Attendance & Participation 10

2. Oral Presentation	20

- 3. Assignments 10
- 4. Test 20

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# Diploma in Soft Skills

Year	Number of students
2016 -17	13
2017-18	30
2018-19	06
2019-20	05