

**The Islamia University of Bahawalpur, Pakistan**

**Department of Management Sciences**

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# **Course plan of Soft skills and Personal Development**

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**Instructor** : Hamna Khan **Email**: [hamnakhan812@gmail.com](mailto:hamnakhan812@gmail.com)

**Session:** Spring 2020-2024 **Semester**: BBA 1st (E1)

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* **Course Objectives:**

The training in soft skills and personality development has two parts. One part involves developing attitudes and attributes, and the other part involves fine-tuning communication skills to express attitudes, ideas, and thoughts well. Crucial to successful work is the perfect integration of ideas and attitudes with appropriate communication skills in oral, written, and non-verbal areas. Attitudes and skills are integral to soft skills.

* **Methods of Teaching**

Students are encouraged to respond through pair and group work and active learning strategies, such as role play, debates, presentations, and brainstorming. Most of the activities would be involved in this subject for the confidence of students and also to improve the way of communication. Workshop on soft skills and personal development is some sort of training for young learners. Students will be forced to communicate with fellows and teachers in english in a good way. By playing videos in class room students will be able to learn more effectively about etiquettes and communication style.

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| **Lecture weeks** | **Topics** | **Outcomes of the topic** |
| WEEK 1 | Introduction: what are soft skills | Students will be able to understand effectively about the subject. |
| WEEK 2 | What is communication | The vision about conversation would be increase by knowing about the features and process of communication. |
| WEEK 3 | Soft skills Vs Hard skills | Develop the purpose of this course. Make their views clear about the purpose of soft skills in course. |
| WEEK 4 | Key soft skills for learner’s career | In this srudents will learn about time management, team work, self motivation, leadership and problem solving keys. |
| WEEK 5 | 7 C’s of Communication | Develop effective communication skills by knowing about coherene, clear, complete, correct and concise messages. |
| WEEK 6 | Barriers in communication | Identify points that are not good in meaningful conversation. |
| WEEK 7 | Solving problems and critical thinking | Develop all-round personalities with a mature outlook to function effectively in different circumstances. |
| WEEK 8 | Quiz and presentations |  |
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| **WEEK 09 Mid term Exam** | | |
| WEEK 10 | Introduction to personal development. | Personal development skills can benefit all parts of life, these may be useful in the workplace and help you advance your career. |
| WEEK 11 | Personal development skills at work place. | Work well with others by bilieving in themselves, managing time, passionate, truthful and committed at work place. |
| WEEK 12 | The role of body language .  Body language for group discussion | Develop patience and trust worthiness in behavior.  Become self-confident individual to perform in a soiety. |
| WEEK 13 | Body language for interview | Awearness about the dressing style, how to introduce themslef and also learn about behavior during interview. |
| WEEK 14 | Presentation skills: overcoming fear | Take part effectively in various selection procedures adopted by the recruiters. |
| WEEK 15 | Decision making skills | Develop broad career plans, evaluate the employment market, match job requirements and skill sets. |
| WEEK 16 | Human relations: developing trust and integrity | By developing good relationship with others, he/ she will be able to run their own business successfully. |
| WEEK 17 | Task based project: 20 marks | This activity would develop the element of brain storming and also develop confidence while presenting their projects in front of audience. This would also increase the sense of dressing and polish the personality of students to act professionaly. |
| WEEK 18 | Revision for final term exam |  |
| **WEEK 19 Final term Exams** | | |

**Student Evaluation criteria:**

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| Attendance | 5% |
| Workshop / Assignments/Case study | 5% |
| Surprise Test/Sudden Test, Quizzes | 5% |
| Class Participation | 5% |
| Mid Term Paper | 30% |
| Final Term paper | 30% |
| Project | 20% |
| **Total** | **100%** |