



**CAPACITY BUILDING AND SKILLS ENHANCEMENT INITIATIVES TAKEN BY
THE INSTITUTION**

Name of the Course: Soft Skills Enhancement.

Course Coordinator: Mr. Aniruddha Lahiri, Assistant Professor, BCRCP,

Course Level: Certificate Course (Offline).

Total Credit Hours: 30.

Targeted Candidates: B. Pharm (I, II, III, IV).

Course Objective:

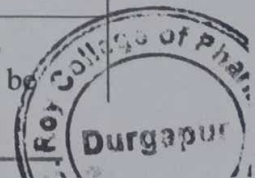
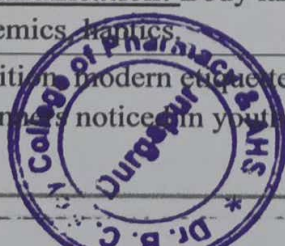
- ❖ Development of Soft Skills.

Course Outcome:

- ❖ Focusing on this area will help the students to groom themselves.
- ❖ It will prepare them to face the professional world waiting outside for them.

Proposed Course Structure:

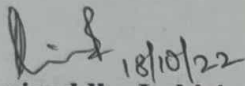
- **Self-Analysis:** Need and Importance, Process of knowing yourself, SWOT analysis- its benefits and usage.
- **Attitude:** Meaning, features, formation of attitudes, ways of changing attitude in a person, workplace attitude, power and benefits of positive attitude, how to develop positive attitude, obstacles in developing positive attitude, measuring attitude.
- **Time Management:** The 80-20 rule, Sense of time management, three secrets of time management, features of time, the time management matrix, need for an effective schedule, steps of successful time management, overcoming procrastination, time management tips for students, time savers and time wasters, time circle planner.
- **Leadership Skills:** the 15 leadership skills, what make an active leader, the skills you need to know in present era.
- **Conflict Resolution:** conflicts, responding to conflicts, ways of managing conflict, why is there a need to resolve conflicts, the different ways to deal with conflicts.
- **Stress Management:** Meaning, Positive and negative stress, acute and chronic stress, effects of stress, sources of stress, symptoms of stress, stress management tips.
- **Non-Verbal Communication:** Body language, posture, gesture, eye contact, proxemics, chronemics, haptics.
- **Etiquettes:** Definition, modern etiquettes, benefits of etiquettes, classification, manners, poor manners noticed in youth, practicing good manners, manners to be





followed at different places, social skills, how to get respect from others, corporate grooming tips, annoying office habits.

Prepared by:

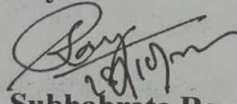
 18/10/22

Aniruddha Lahiri.

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Approved by:


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