

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur

Faculty of Arts

B.A. (CEP)

Add-on Course : Soft Skill

: Syllabus :

Unit: 1) Management & Leadership

1. Advanced Leadership Skills
2. Coaching & Mentoring
3. Conflict & Difficult People Management
4. Management Skills Improved
5. New Managers Boot Camp

Unit: 2) Administration & Secretarial

- 2.1) Professional Secretarial Skills
- 2.2) Executive Personal Assistant
- 2.3) Professional Telephone Skills

Unit: 3) Communication & Productivity

- 3.3) Proactive Time Management
- 3.4) Productive Communication in the Workplace
- 3.5) Progressive Teamwork Workshop
- 3.6) Relationship Building essentials
- 3.7) Rewarding Negotiation Skills
- 3.8) Unique Customer Service

Unit: 4) Personality Development & Interview Skill

- 4.1) Facilitator Boot Camp
- 4.2) High Impact Presentation Skills
- 4.3) Personal Branding Workshop

Unit: 5) Basic Computer Knowledge

- 5.1) Knowing computer
- 5.2) Operating Computer using
- 5.3) Understanding Word Processing
- 5.4) Using Spread Sheet
- 5.5) Introduction to Internet, WWW and web browsers
- 5.6) Communications and Collaboration
- 5.7) Making PPT presentation
- 5.8) Financial Literacy for banking Applications