

Semester: I

Subject: Professional Development

Total Periods: 30

Total Marks in End Semester Exam: 100

.....

Subject Code: PFD1101

Course Objectives:

- Speak about their career plan for 2 minutes in a language they prefer (this would help the trainer assess the level of self esteem and goal clarity of the participant)
- Introduce himself/herself in front of a small group for 2 minutes using correct words and phrases
- Identify his/her reading speed and reading style
- Write a paragraph on any topic of their interest using correct words and sentences
- Give a 3 minutes speech on any topic (chosen) without anxiety and stage fear in front of the class
- Overcome their anxiety of facing an interview through a mock interview taken by the trainer
- Distinguish between responsibility and accountability they hold by giving suitable examples
- Develop creative thinking
- Present a flowchart to perform an activity given by the trainer
- List the characteristics of a good team member and a team leader
- Define different types of team in their own words
- List the common skill sets required to work at any industry

Course Detail:

1. Introduction: The participant will be able to introduce himself/herself before a small group for 2 minutes using correct words and phrases.
2. Self Esteem: This would help to assess the level of self esteem and goal clarity of the participants
3. Setting the goals: Participants should be able to speak about their career plan for 2 minutes using SMART criterion.
4. Inspiration: Having a positive outlook on life.
5. Communication: Effective communication and tools of effective communication.
6. Importance of communication: Barriers of communication, ways to overcome barriers.
7. Reading and comprehension: Participants should be able to identify their processing speed (WPM) while reading a context.

8. Vocabulary Building: How to use dictionary, Techniques to improve vocabulary.
9. Writing skills: Participants will be able to write a simple paragraph on any given topic using basic rules of writing a paragraph.
10. Punctuation: Participants will be able to use appropriate punctuation in passages.
11. Public speaking skills: Participants will be able to overcome their anxiety or stage fear and should be ready to face audience
12. Body language during public speaking: Participants will be able to use correct body language during speech.
13. Conversational English: Correct Usage of Auxiliary verbs, conditional If.
14. Conversational English: Correct Usage of Modals.
15. Conversational English: Correct Usage of Pronouns, different ways to say “I like”
16. Improved learning skills: Participants should be able to distinguish between various learning patterns (auditory, visual and kinaesthetic)
17. Learning tips: Participants will be able to know and apply the learning style by which they learn fast.
18. Responsibility and accountability: The participant should be able to distinguish between responsibility and accountability.
19. Responsibility and accountability: The participant should be able to give suitable example of responsibility and accountability which they hold in their own life.
20. Team and project management: Participants should be able to define different types of team in their own words.
21. Characteristics of Effective Teams: Participants should be able to list the characteristics of a good team member and a team leader.
22. Creativity: Participants will be able to develop creative thinking
23. Interview Skill: Participants will be able to overcome their anxiety and fear while facing an interview.
24. Interview Introduction: Participants should be able to tell the interviewer something about themselves in an effective manner.
25. Career growth & job readiness: Participants will be able to list the common skill sets required to work at any industry and write a statement of purpose for the career path they aspire to choose.

Reference Books:

1. Oxford Dictionary & Thesaurus (South Asia Edition)
2. One minute manager by Spencer Johnson
3. The present by Spencer Johnson
4. You can win by Shiv Khera