

NIRMA UNIVERSITY
Institute of Pharmacy

(B. Pharm Semester VII)
(Supplementary Course)

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Course Code	BPSP707T
Course Title	Soft Skills and Personality Development

Course Learning Outcomes (CLO):

At the end of the course, students will be able to -

- Recognize various aspects of personality and identify their strength and weakness
- Understand process of communication and importance of effective communication.
- Develop effective habits and positive body language for balanced personality
- Prepare Effective CV
- Create and make Effective Presentation

Syllabus

Teaching Hours 30

Unit I : Personality development

Types of personality and aspects of personality. SWOT Analysis. Emotional Intelligence

3 Hours

Unit II : Habits

Habits of Highly Effective People. Learning of good habits and Unlearning Bad Habits. Goal setting.

6 hours

Unit III : Effective Communication

Process and elements of communication. Meaning and importance of effective communication. Basic Listening Skills and Basic Writing Skills.

3 hours

Unit IV : Time Management

Time Management and art of prioritizing. Identifying Time wasters and technique for better time management.

3 hours

Unit V : Effective Presentation and body language

Positive Body Language. Image Management. Making effective PPT. Dealing with Fears, Planning your Presentation, Structuring Your Presentation, Delivering Your Presentation.

4 hours

Unit VI : Demonstration and Presentation Practice

Demonstration of presentation skills and discussion on relevant topics of soft skills and personality development.

9 hours

2 hours

Unit VII : Effective CV writing

Making Effective CV and understanding essential do's and don'ts

Suggested Readings^: (Latest Edition)

1. Dorcha Patricia, What are Soft Skills? New York : Execu Dress Publishers
2. Hasson, G. Brilliant - Communication skills. Pearson Life.
3. Gopalaswamy, R. The Ace of Soft Skills: Attitude, Communication and Etiquette for Success. Pearson.
4. Stephen Covey, Seven Habits of Highly Effective People
5. Mitra, B.K. Personality Development and Soft Skills. Oxford Press.
6. Prakash Iyer, The Winning Habit
7. Daniel Goleman , Emotional Intelligence

L= Lecture, T= Tutorial, P= Practical, C= Credit

^ this is not an exhaustive list