

Devi Ahilya University, Indore, India Institute of Engineering & Technology				ME – I Year (Spl Digital Communication) Semester- A			
Subject Code & Name	Instructions Hours per Week			Credits			
ASP2S1: Soft Skill-1	L	T	P	L	T	P	Total
	2	-	-	2	-	-	2
Duration of Theory Paper: 3 Hours							

Objective: To learn about basic Life and Organizational skills.

Pre-requisites: Nil.

COURSE CONTENTS

Unit I

Social Skills and Negotiation Skills

Life Skills: Generic, Problem Specific and Area Specific Skills, Self-Awareness : Definition, Types of Self- Self Concept, Body Image, Self Esteem Techniques used for Self Awareness: Johari Window, SWOT Analysis Empathy- Sympathy, Empathy & Altruism, Effective Communication - Definition, Functions, Models, Barriers.

Unit II

Thinking Skills

Thinking Nature, Elements of Thought, Types of Thinking, Concept Formation, Reasoning, Creative & Critical Thinking - Definition, Nature, Stages Problem Solving Definition, Steps in Problem Solving Factors Influencing Problem Solving Decision Making Definition, Process, Need, Consequences, Models of Decision Making Goal Setting.

Unit III

Coping Skills

Coping with Emotions - Definition, Characteristics, Types, Classification: Wheel Model, Two-Dimensional Approach, Coping Strategies Coping with Stress, Definition, Stressors, Sources of Stress, The General Adaptive Syndrome Model of Stress. Conflict Management- Sources, Impacts of Conflict and Conflict Resolution.

Unit IV

Personality

Defining Personality, Personality Determinants, Personality Development, Personality Change Various types of Personality. Motivation and its Process.

Unit V

Leadership

Definition of Leadership, Classification: Types of Leaders and Styles of Leadership, Characteristics and Functions of Leadership, Values and Ethics of Leadership.

Theories Of Leadership

Leader Member Exchange Theory, Contingency Theory, Path- Goal Leadership Theory Transformational Leadership Theory, Charismatic Theory.

BOOKS RECOMMENDED:

- [1] Stephen P. Robbins, Organizational Behaviour, Pearson Edu., 10th Ed., 2003.
- [2] Debra McGregor, Developing Thinking; Developing Learning. A Guide to Thinking Skills in Education, Open University Press, McGraw Hill House, 2007.
- [3] Kumar Mahi. Stress Coping Skills Ebook, [Health & Medicine, Technology](#), 2009.
- [4] Stephen P. Robbins, Timothy A. Judge, Seema Sanghi, Organizational Behaviour, Dorling Kindersley (India) Pvt. Ltd., Pearson Edu., 2007.
- [5] Ryan Carey, The Effective Altruism Handbook, Published in 2015 by the Centre For Effective Altruism Oxford, Oxfordshire United Kingdom.

[6] Life Skills – Skills for Life: A handbook, International Federation of Red Cross and Red Crescent Societies Reference Centre for Psychosocial Support, Paramedia 1662, Denmark. 1st edition, 2013.