

SF 4.3C: Soft skills content

This is indicative and minimum. However, the PIA can add additional topics or change the schedule within the overall time period. The schedule has to be in the activity cum lesson plan. Include video and audio based teaching methods to improve content delivery.

Sl. No.	Topic and sub topic	Expected outcomes
1	Module 1 - Introduction to the Course What is a soft skill? What are the components of soft skill? Benefits of soft skill training.	The candidates should understand the basic meaning of soft skills, their components and their benefits.
2	Effective Communication An Introduction Communicating Effectively - Identifying Barriers and Minimizing Effective Communication - Practice Evaluation Discussion on evaluation	Public speaking, describing his/her likes and dislikes for five minutes in the classroom, basic etiquettes used during a conversation with another person, overcome shyness etc.
3	Grooming including topics on personal hygiene Importance of cleanliness and sanitation in and around the centre First Impression Dress to Impress Body Language Habits Do's and Don'ts	Candidates should have knowledge on upkeep of surroundings and should be trained on how to maintain it. They should also know about the individual upkeep and trained to.

	<p>Review</p> <p>Evaluation</p> <p>Discussion on evaluation</p>	
4	<p>Interpersonal Skill Development</p> <p>Positive attitude</p> <p>Decision Making</p> <p>Listening Skills</p> <p>Negotiation Skills</p> <p>Creative thinking</p> <p>Empathise</p> <p>Review</p>	<p>The candidates should develop a positive attitude and behaviour, they should be motivated for team participation at work, anger management skills and leadership quality should also be developed.</p>
5	<p>Social interaction</p> <p>Self-Introduction</p> <p>Talking about Family & Friends</p> <p>Family Tree – Activity</p> <p>Greetings & Polite Phrases</p> <p>Role play - Greetings and</p> <p>Polite Phrases</p> <p>Daily Routine</p> <p>Review</p> <p>Evaluation</p> <p>Discussion on evaluation</p>	<p>To enable the candidate to give a brief description about himself/herself in public. To enable him/her to follow his/her daily duties and to cooperate with his/her peers, family and other members in society</p>

6	Group Interaction Group Discussion Free Speech Team building Team Activity - Train travel, Jungle safari, Marriage, Exhibition Review Evaluation Discussion on evaluation	Enable him/her to participate in any group discussion in the class, give a speech in public, and understand the importance of team building and team work.
7	Time Management Time Management Concept and Activity Attendance Discipline & Punctuality Review	Development of time management skills
8	Resume Preparation What is a resume and its format Do's and Don'ts in a resume Activity - Preparation of resume, Audio, Video resume. Review	Enable the candidate to understand and prepare a resume

9	Interview Preparation Getting a job Interview questions to think about Dressing Arriving on time Develop confidence/Motivation Techniques Role play - Interview	The candidate should be motivated to work after the training period is over, internal interview for the candidates should be conducted, candidates should adapt punctuality, they should know how to present themselves during an interview etc.
----------	--	--