

**INTEGRAL UNIVERSITY, LUCKNOW**  
Center for Career Guidance & Development

Notice

**Special Classes**  
For  
**Soft Skills & Personality Development**  
By  
**CCG&D Training Team**

<b>Eligible Courses</b>	<b>B. Tech (All Branches)</b>
<b>Duration</b>	<b>36 hours</b>
<b>Batch</b>	<b>2021</b>
<b>Days</b>	<b>Every Friday &amp; Saturday</b>
<b>Time</b>	<b>12:30 PM to 3:30 PM</b>
<b>Course start date</b>	<b>07<sup>th</sup> September 2020</b>
<b>Certificates</b>	<b>CERTIFICATE OF PARTICIPATION</b> Certificate will be given based on class attendance and participation in group activities.
<b>Important Note</b>	All interested students must register in CCG&D latest by 5 <sup>th</sup> September 2020.

Date: 17<sup>th</sup> August 2020

Director – CCG&D

Copy for kind information to:

Hon'ble Pro Chancellor | Hon'ble VC

HoDs (concerned) For information and departmental Notice Boards | Departmental Placement coordinators (Concerned)

**INTEGRAL UNIVERSITY, LUCKNOW**  
**Center for Career Guidance & Development (CCG&D)**

**COURSE REPORT**

***Soft Skills and Personality Development - 2020-2021***

**Conducted by:** Center for Career Guidance & Development (CCG&D), Integral University Lucknow

**Target Group:** Final Year students of - UG Level - **Bachelor of Technology ( BTech.)**

**Duration:** September 2020- January 2021

**Contact Hours:** 36

**Classes Conducted:** Every Friday & Saturday

**Class Time:** 12:30 -3:30 PM

**Certificate: CERTIFICATE OF PARTICIPATION**

(Based on class attendance and participation in group activities)

<b>S.No</b>	<b>Course level</b>	<b>Course Name</b>	<b>Number of Participants</b>
1	UG	BTech	438

**Course Highlights:**

Considering the significance of effective communication and Soft Skills to achieve success during the recruitment process, the course aims to develop and enhance the personal competence of the students. The focus is on honing the professional skills of by providing suitable examples and regular practice sessions and feedback. The self-learning tasks assigned greatly facilitated in enhancing effective soft skills in the participants, as per the requirements of the corporate world.

**Training Team:**

1. **Nilanjan Mukherji:** email : [nilanjan@iul.ac.in](mailto:nilanjan@iul.ac.in)

Nilanjan Mukherji is a professional with over 25 years of rich experience with premier brands. He has previously held senior management positions with the several large organizations. He possesses excellent business development, leadership, sales, networking, team building, training and consulting skills. He is a MBA & Ph.D. in Management.

He has conducted several training programs aimed at Sales effectiveness, leadership development and creating teams that perform consistently. An IIM – Ahmadabad certified professional on Business Leadership, he has worked very closely with top industry leaders in the country & across the world on gap analysis and training solutions. Dr. Nilanjan is currently the Director of Centre for Career Guidance & Development (CCG&D) & Additional Director – International Relations at Integral University. CCG&D functions as the central resource of the University for all career guidance, placements & progression support, training, Corporate & global connect initiatives.

**2. Sufia Rehman** email: [sufia@iul.ac.in](mailto:sufia@iul.ac.in)

Dr. Sufia Rehman is an expert on training for Soft Skills, Business Communication and Personality Development. She has over 13 years of experience in teaching, course designing and delivery. Career Guidance and Employability Skill Guidance is her forte.

Dr. Sufia holds a Ph.D. in Business Management from Integral University Lucknow.

She is a Post Graduate in Human Resource Development from All India Management Association, New Delhi with specialization in HR and Marketing. Dr. Sufia has been conducting different seminars and workshops in the areas of Management / Leadership Training, Communication skills and Personal/Professional development. Dr. Sufia is currently working with the Center for Career Guidance & Development, Integral University Lucknow. Her interests include traveling, studying cultures and human behavior.

**3. Shaz Alam** email : [shazalam@iul.ac.in](mailto:shazalam@iul.ac.in)

Shaz Alam is an aptitude trainer and career coach with more than 7 year of experience at Center for Career Guidance & Development, Integral University Lucknow from July 2013 to present. His areas of expertise are in domains like Logical Reasoning, Quantitative Aptitude, Data Interpretation and Soft Skills. He did his B.Sc. from in 2009 at A.I.D.C, Lucknow University, M.Sc. (Tech) in 2012 from Jamia Millia Islamia, New Delhi and is pursuing PhD at Integral University.

**4. Mohd. Azharuddin** email : [azhar@iul.ac.in](mailto:azhar@iul.ac.in)

Mohd. Azharuddin is a corporate trainer with around 7 years of industry and training experience. He is working at Center for Career Guidance & Development, Integral University Lucknow from July 2013 to present. His area of work is training students on Logical Reasoning and Quantitative Aptitude domains and general guidance for preparation for competitive exams. He did his MBA from AKTU in 2009.

**5. Krishangi Pandey** email : [krishangi@iul.ac.in](mailto:krishangi@iul.ac.in)

Krishangi Pandey is a professional soft skills trainer having good analytical and interpersonal skill. She has over 5 years of experience in education industry. Her domain of work includes soft skills training to students of both technical and non- technical courses, to improve on communication, body language, and interpersonal behavior. She is skilled in other areas such as providing placement support to the students and arranging expert lectures by industry professionals. She is pursuing her PhD from **Integral University Lucknow** and hold an MBA (HR & Finance) from **AKTU**.

# *Syllabus*

## **UG Courses : Final Year Bachelor of Technology**

### **Unit I**

1. **Soft Skills: An Introduction** – Definition and Significance of Soft Skills; Process, Importance and Measurement of Soft Skill Development.
2. **Self-Discovery:** Discovering the Self; Setting Goals; Beliefs, Values, Attitude, Virtue.
3. **Positivity and Motivation:** Developing Positive Thinking and Attitude; Driving out Negativity. Enhancing self Motivation Levels.

### **Unit II**

#### **1. Introduction to Communication:**

Need for effective communication. How to improve on effective communication. Barriers to Communication: Types of barriers.

#### **2. Professional Communication - The Process of Communication:**

Levels of communication. Flow of communication. Use of language in communication; Communication networks. Significance of technical communication.

3. **Listening Skills:** Listening as an active skill; developing effective listening skills; Barriers to effective listening skills.

#### **3. Reading Skills:**

Previewing techniques; Understanding the gist of an argument; improving comprehension skills.

### **Unit III**

1. **Writing Skills:** Netiquettes: Effective e-mail message. Writing Statement of Purpose SOP

2. **Job Application:**

Cover letter, Differences between Bio-data, CV and Resume, Resume Construction. Video Resume

3. Creating Professional Profiles on Professional Networking Sites like LinkedIn

### **Unit IV**

1. **Interview Skills:** Interviewer and Interviewee – in-depth perspectives. Before, During and After the Interview. Tips for Success.

2. **Non-verbal Communication and Body Language:** Forms of non-verbal communication; interpreting body language cues; Effective use of body language during Interview

### **Unit V**

1. **Presentation Skills:** Types, Content, Audience Analysis, Essential Tips – Before, During and After, Overcoming Nervousness.
2. **Etiquette and Manners** – Social and Business.
3. **Time Management** – Concept, Essentials, Tips.

## **Unit VI**

- 1 **Decision-Making and Problem-Solving Skills:** Meaning, Types and Models, Group and Ethical Decision-Making, Problems and Dilemmas in application of these skills.
1. **Conflict Management:** Conflict - Definition, Nature, Types and Causes; Methods of Conflict Resolution.
2. **Stress Management:** Stress - Definition, Nature, Types, Symptoms and Causes; Stress Analysis Models and Impact of Stress; Measurement and Management of Stress
3. **Leadership and Assertiveness Skills:** A Good Leader; Leaders and Managers; Leadership Theories; Types of Leaders; Leadership Behavior; Assertiveness Skills.
4. **Emotional Intelligence:** Meaning, History, Features, Components, Intrapersonal and Management Excellence; Strategies to enhance Emotional Intelligence.

**Note:** Each topic in all the above units will be supplemented by practice exercises and classroom activities

### **Books Recommended:**

- a. Managing Soft Skills for Personality Development – edited by B.N.Ghosh, McGraw Hill India, 2012.
- b. English and Soft Skills – S.P.Dhanavel, Orient Blackswan India, 2010.
- c. The Definitive Book of Body Language. Pease, Allan and Barbara Pease. Manjul Publishing House
- d. *Basic Business Communication: Skills for Empowering the Internet Generation:* Lesikar, Raymond V and Marie E. Flatley. Tata McGraw-Hill Publishing Company Ltd...
- e. Louder than Words, Joe Nevarro, Harper Collins Publishers.
- f. Motivation Book (You Can Win) By – Shiv Khera, MacMillan India Ltd.



Session on " Soft Skills And Personality Development"



Students participating in Mock GD Practice

# Sample Certificates



## INTEGRAL UNIVERSITY, LUCKNOW

Center for Career Guidance & Development

*Creating Possibilities.....Enabling Growth*

### ***CERTIFICATE OF PARTICIPATION***

Presented to

Ms/Mr **Amna Tamimi**, Enrollment Number 1700100826, for participation in  
course on ***Soft Skills and Personality Development***

Conducted by CCG&D, during September 2020- January 2021

Date of Issue : 25 January 2021

A handwritten signature in blue ink, appearing to read 'Nilanjan Mukherji'.

Dr Nilanjan Mukherji  
Director CCG&D





# INTEGRAL UNIVERSITY, LUCKNOW

Center for Career Guidance & Development

*Creating Possibilities.....Enabling Growth*

## ***CERTIFICATE OF PARTICIPATION***

Presented to

Ms/Mr **Abid Ahmad**, Enrollment Number 1700101016, for participation in course  
on *Soft Skills and Personality Development*

Conducted by CCG&D, during September 2020- January 2021

Date of Issue : 25 January 2021

A handwritten signature in blue ink, appearing to read 'Nilanjan Mukherji', written over a horizontal line.

Dr Nilanjan Mukherji  
Director CCG&D



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*Creating Possibilities.....Enabling Growth*

## ***CERTIFICATE OF PARTICIPATION***

Presented to

Ms/Mr **Abdul Hassan**, Enrollment Number 1700103409, for participation in  
course on ***Soft Skills and Personality Development***

Conducted by CCG&D, during September 2020- January 2021

Date of Issue : 25 January 2021

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Dr Nilanjan Mukherji  
Director CCG&D