

COURSE LAYOUT

Week 1:

Communication skills 1: The basics

Topics to be covered:

- i. Understanding the communicative environment-I
- ii. Understanding the communicative environment-II
- iii. What to listen for and why
- iv. When to speak and how
- v. Starting and sustaining a conversation

Week 2:

Communication skills 2 : Presentation and interaction

Topics to be covered:

- i. What to present and how – I
- ii. What to present and how – II
- iii. Multimedia presentation: Understanding the basics
- iv. Communication styles
- v. Speaking in groups

Week 3:

Communication skills 3: Visual, nonverbal and aural communication

Topics to be covered:

- i. The world of visual culture
- ii. Visual perception
- ii. The aural: Its relevance and impact
- iv. The body and the way it communicates
- v. The face, its expressions and what it says

Week 4:

Interpersonal communication 1: Individuals, groups and cultures

- i. Building Relationships
- ii. Understanding Group Dynamics- I
- iii. Understanding Group Dynamics- II
- iv. Groups, Conflicts and their Resolution
- v. Social Network, Media and Extending Our Identities

Week 5:

Interpersonal communication 2: Emotional and social skills

Week 6:

Developing key traits 1: Creativity, critical thinking and problem solving

Week 7:

Developing key traits 2: Motivation, persuasion, negotiation and leadership

- i. Motivating oneself
- ii. The art of persuasion-I

- iii. The art of persuasion-II
- iv. From persuasion to negotiation
- v. Leadership and motivating others

Week 8:

Essential and vocational skills: survival strategies

- i. Managing time
- ii. Managing stress
- iii. Resilience
- iv. Work-life balance
- v. Applying soft-skills to workplace