



# SILVER OAK UNIVERSITY

## Silver Oak College of Nursing

Bachelor of Science (Nursing)

Course Name: Elective Module -Soft Skills

Course Code:1060323238

Semester: 4<sup>th</sup>

### Prerequisite:

The prerequisites for studying soft skills involve a combination of personal qualities, interpersonal abilities, and foundational skills that are essential for developing and enhancing one's emotional intelligence, communication skills, and interpersonal competencies

### Course Objective:

1. To improve the soft skills of the students and covers important skills required for personal and professional lives such as etiquette, presentation time management, motivation, decision making and team work
2. To improve soft skills such as communication, teamwork, problem-solving, adaptability, and leadership are crucial in building strong relationships, managing conflicts, and achieving goals effectively.
3. To help individuals to enhance their overall effectiveness, productivity, and emotional intelligence in various contexts.

### Teaching Scheme:

Teaching Scheme				
L	T	P	Contact Hours	Credit
1	0	0	1	1

### Content:

Unit No.	Contents	Teaching Hours	Weightage %
1	<p><b>Personal Etiquette:</b>            Grooming and personal hygiene            Body language-Postures &amp; facial expressions            Punctuality and respectfulness            Manners</p> <p><b>Professional Etiquette:</b>            Meeting etiquette            Workplace etiquette            communication etiquette-Oral &amp; written Social Etiquette:            What is Social Etiquette?            Why are social skills important?</p>	4	20

	<p>Types of social skills</p> <p>Conversational skills - Greetings, listening, interacting</p> <p>Common courtesies - Thank you, No thank you, Excuse me, May I</p> <p>Social skill defects</p> <p>Other types:</p> <p>Classroom etiquette-respectful and punctual, use of cell phone, engagement in the class</p> <p>Virtual classroom etiquette</p> <p>Social media etiquette</p>		
2	<p><b>Telephone etiquette:</b></p> <p>Introduce yourself first</p> <p>Clarity of speech</p> <p>Active listening and take notes</p> <p>Use appropriate language</p> <p>Remain cheerful</p>	2	10
3	<p><b>Presentation Skills:</b></p> <p>Introduction</p> <p>Types of Presentation Skills</p> <p>Structure</p> <p>Importance of Presentation skills</p> <p>Making a Presentation</p> <p>Delivering a Presentation</p>	3	15
4	<p><b>Public Speaking:</b></p> <p>Elements of Public Speaking</p> <p>Types of Public Speaking</p> <p>How do you begin a speech</p> <p>How do you make your speech good</p> <p>Factors of Public Speaking</p>	3	15
5	<p><b>Time management:</b></p> <p>Know how to spend time</p> <p>Set priorities</p> <p>Using a Planning Tool</p> <p>Getting Organised/Schedule time appropriately</p>	2	10
6	<p><b>Motivational skills:</b></p> <p>Forming and Changing Habit</p> <p>Gratitude</p> <p>Positivity</p> <p>Mindfulness</p>	2	10
7	<p><b>Decision making skills:</b></p> <p>What is Decision making skills</p> <p>The 5 Decision making skills</p> <p>Styles of Decision making</p> <p>How to develop decision making</p>	2	10
8	<p><b>Team work:</b></p> <p>Differentiate team/teamwork</p>	2	10

Examples of team work skills Working with different teams Build a team in your workplace environment		
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**Course Outcome:**

Sr. No.	CO statement	Unit No
CO-1	Apply interpersonal, professional, and social etiquette in various scenarios	1
CO-2	Demonstrate effective telephone etiquette skills	2
CO-3	Apply powerful and effective presentations through improved public speaking skills.	3,4
CO-4	Utilize time management and planning tools effectively	5
CO-5	Apply motivational skills, decision making, and teamwork in the workplace	6,7,8

**Teaching & Learning Methodology: -**

1. Lecture and Discussion
2. Demonstration
3. Role play

**Books Recommended**

1. Sajid Merchant; “Soft Skills for Nurses”; Paras Medical Book
2. Alex K; “Soft Skills”
3. Prashant Sharma; “Soft Skills Personality Development for Life Success”
4. Seema Gupta; “Soft Skills”
5. Manmohan Joshi; “Soft Skill”

**List of Open-Source Software/learning website**

1. [https://books.google.com/books/about/Soft\\_Skills.html?id=goorDAAAQBAJ](https://books.google.com/books/about/Soft_Skills.html?id=goorDAAAQBAJ)
2. [https://books.google.com/books/about/Soft\\_Skills.html?id=Jo3cyAEACAAJ](https://books.google.com/books/about/Soft_Skills.html?id=Jo3cyAEACAAJ)
3. <https://fliphtml5.com/cits/drcq/basic>

**CO-PO-PSO Matrix**

Co. No.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2
CO-1	2	2	2	3	-	2	3	2	2	2	2	2
CO-2	1	2	2	3	-	2	2	3	3	2	2	1
CO-3	1	2	2	3	-	3	2	2	3	2	2	2
CO-4	1	2	2	3	-	2	2	2	3	3	2	2
CO-5	2	2	3	3	-	2	3	2	3	2	2	2