



**GOKARAJU RANGARAJU INSTITUTE OF ENGINEERING AND TECCHNOLOGY**  
**SOFT SKILLS AND INTERPERSONAL SKILLS**  
(Open Elective-I)

**Coursecode: GR18A3117**  
**III B.Tech II SEM**

**L T P C**  
**3 0 0 3**

**Course Objectives:**

The learner will be able to:

- Know the importance of soft skills.
- Identify good leadership skills /qualities.
- Recognize the importance of interpersonal skills.
- Demonstrate the significance of confidence building.
- Define and differentiate between a report and a proposal.

**Course Outcomes:**

After the end of the course the learners will be able to:

- Develop soft skills communication skills, leadership skills etc.
- Implement goal setting techniques to build a promising career.
- Design formal report and proposals with appropriate formal expressions.
- Analyse their own experiences of leading and participating in teams with suitable examples.
- Describe team dynamics and exchange ideas about the elements of positive teamwork.
- Create healthy workplace environment by treating others with respect and dignity.
- Evaluate the power of confidence building and self-esteem with examples.

**Unit 1: Soft Skills**

- Introduction to soft skills, Definition of Soft skills, Importance of soft skills
- Communication skills, Usage of English in Business/Corporate scenario
- Nonverbal communication
- Presentation skills

**Unit 2: Leadership development**

- Qualities of a good leader
- Decision making and problem solving skills
- Strategic management
- Crisis management

**Unit3: Confidence building**

- Motivation
- Goal setting
- Self-esteem
- Team skills

#### **Unit 4: Developing reports and proposals**

- Understanding reports and proposals
- Planning reports and proposals
- Writing beginning, body and ending
- Formats of reports and proposals

#### **Unit5: Interpersonal skills**

- Understanding professional relationships
- Networking professionally
- Showing basic office courtesies
- Interview skills

#### **Text Books:**

1. Soft Skills-Key to success in workplace and life  
Meenakshi Raman, Raman Upadhyay, CENAGE

#### **Reference books:**

2. Soft skills for Everyone  
Jeff Butterfield, CENAGE Learning
3. Soft skills for Interpersonal Communication  
S.Balasubramaniam,ORIENT BLACKSWAN