

# ANDHRA CHRISTIAN COLLEGE :: GUNTUR

Department of English

Certificate Course on

## SOFT SKILLS FOR CAREER DEVELOPMENT

2019 -2020

### Objectives for Soft Skills of Career Development :

- 1) Enhance problem solving and critical thinking
- 2) Teach Time Management
- 3) Teach techniques for stress management
- 4) Improve presentation
- 5) Cultivate leadership and Management

### Course Syllabus

#### UNIT.I.

##### Introduction to Soft Skills :

- a) Definition and importance of Soft Skills
- b) Difference between hard skills and soft skills
- c) Role of soft skills in career development

#### UNIT. II.

##### Time Management and Organizational

- a) Periodization and goal setting
- b) Planning and scheduling
- c) Stress Management Techniques

#### UNIT. III.

##### Interview and Job Search

- a) Resume and cover letter writing
- b) Preparing for job interviews
- c) Common interview questions and answers

**UNIT. IV.**

**Technology and Digital Literacy**

- a) Social media etiquette
- b) Cyber Security awareness
- c) The role of technology in career development

**COURSE SCHEDULE**  
**SOFT SKILLS FOR CAREER DEVELOPMENT**  
**(30 hours)**

<b>Sl. No</b>	<b>TOPIC</b>	<b>HOURS</b>
<b>1</b>	Introduction to Soft Skills	<b>8</b>
<b>2</b>	Time Management and Organizational Goals	<b>8</b>
<b>3</b>	Interview and Job search	<b>7</b>
<b>4</b>	Technology and Digital Literacy	<b>7</b>

  
**Head, Dept. of English,  
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Guntur**

~~SOFT SKILLS FOR CAREER DEVELOPMENT~~

1) What are soft skills and why are they important in the work place?

A) Soft skills are a combination of people skills, social skills, communication skills, character or personality traits, attitudes, career attributes, social intelligence, and emotional intelligence quotients that enable employees to navigate their environment, work well with others, perform well and achieve their goals with complementing hard skills. Employers want to know that you can work well with others. Soft skills are social attributes, these skills are critical for success in most careers, as they help you build and maintain relationships, navigate complex situations achieve goals.

2) How can effective time management contribute to career success?

A) Time management skills are crucial in the professional world, as they enable you to make the most of your time, enhance productivity and reduce stress. By effectively managing your time, you can prioritise tasks set realistic goals and ensure you accomplish what needs to be done. Good time management skills are beneficial for well-being but plays a significant role in career growth.

3) Explain the teamwork importance in achieving organizational  
A) Team work makes you perform better and produce better result. in a team every member is responsible for success. it is a combination of strengths, covering up the individual weaknesses. the strengths and weakness of team members are complemented. Hence the goals is achieved with the maximum efforts. when there is brainstorm session to find a solution for a problem, there is problems faced by virtual team leaders. Every individual can't perform well in a virtual team environment. the members should be self motivated and able to work independently. they need to be able to work effectively without external control or structure.

4) Why is it important to have strong problem-solving skills in your career?

A) The ability to solve problems is one of the first things a recruiter looks for, and will serve you well throughout your career. Here's our guide to demonstrating and improving, your problem-solving skills. The problem solver sees a problem as having two essential features. A solution, or resolution and an obstacle which prevents them from getting there. solving the problem, simply put, is moving from the latter to former. those who are not problem solvers, let the obstacle simply block their path.

Produce  
responsible  
ring

Describe the significance of leadership skills?

Any organization, whether its a business, school, or govern-  
ment agency, needs leaders to help guide the way.

Leaders provide direction and vision, motivation and  
inspire others and help create an environment conducive  
to success by promoting communication and collaboration  
among team members. in short, leadership and strong  
management are essential for any organisation that  
wants to achieve its objectives. leadership is  
important in workplace :-

- 1) Improves communication
- 2) Creates a better work environment
- 3) Improves productivity.

6) What are the soft skills?

A) Soft skills also known as "power skills, common skills,  
essential skills, or core skills are psychosocial skills  
generally applicable to all professions. these include  
critical thinking, problem solving, public speaking,  
teamwork, leadership, professional attitude, work ethic,  
career management. this is in contrast to hard skills,  
which are specific to individual professions.

7) Write about the organizational goals?

A) organizational goals are measurable objectives that  
are set to help an organization attain aims like higher  
profit, enhanced customer satisfaction, larger market  
share, employee retention or innovation in the goods  
and services that it provides.

8) How do we manage time?

A) i) set goals correctly. set goals that are achievable and measurable.

ii) prioritize wisely. prioritize tasks based on importance.

iii) set a time limit to complete a task.

iv) Take a break between tasks

v) Organize yourself

vi) Remove non-essential tasks.

9) What is the importance of technology literacy?

A) Technology literacy refers to the knowledge and skills required to effectively and responsibly use technology tools and resources. It encompasses understanding basic computer operations, digital communication, software applications and digital citizenship. It focuses on the ability to research, collect and exchange information using technologies.

10) Is digital literacy a technical skill?

A) Digital literacy is an individual's ability to find, evaluate and communicate information using typical or digital media platforms. It is a combination of both technical and cognitive abilities in using information and communication technologies to create, evaluate, and share information.

Write  
So

Write an essay on soft skills for career development

Soft skills refer to a combination of people skills, social abilities, communication aptitudes, character traits, and emotional intelligence quotients that enable individuals to effectively navigate their environment ~~co-operative~~ with others, perform well, and achieve their goals. These skills are intangible but play an indispensable role in one's professional journey.

In an era where tasks are increasingly automated and processes digitized, the human touch becomes the ~~distinguishing~~ factor. Whether it's managing a team, pitching to a client, or leading a project, effective communication, team collaboration, and emotional intelligence stand out as paramount qualities.

1) Communication skills :- The ability to convey information clearly and understand others is at the heart of any successful venture.

2) Team work and Collaboration:- working seamlessly with in a group, understanding diverse viewpoints and striving for collective success.

3) Adaptability:- In a rapidly changing world, being able to adjust and thrive amidst challenges is crucial.

4) Problem-solving Abilities:- thinking on one's feet and those of others, and using this understanding to manage situation judiciously.

5) While hard skills or technical expertise are often the focus during recruitment it's the soft skills that shape career trajectories. This skills can influence

Leadership potential:- Those with strong interpersonal skills often emerge as natural leaders capable of inspiring teams and driving projects to completion.

ii) Workplace Harmony:- A team comprising individuals with strong soft skills is more likely to collaborate effectively.