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INSTITUTE	Indian Institute Of Technology Madras
COURSE OUTLINE	<p>The course aims to cause an enhanced awareness about the significance of soft skills in professional and inter-personal communications and facilitate an all-round development of personality. Hard or technical skills help securing a basic position in one's life and career. But only soft skills can ensure a person remain high climb our way reach a pinnacle achieve excellence and derive fulfilment and supreme joy. Soft skills comprise pleasant and appealing personality traits such as self-confidence positive attitude emotional intelligence social grace flexibility friendliness and effective communication skills. The focus of this course is on interpersonal and management skills.</p>

COURSE DETAILS

S. No	Module ID/ Lecture ID	Lecture Title/Topic
1	M1L1	INTRODUCTION: Highlights of Developing SS Course-1-24
2	M1L2	INTRODUCTION: Highlights of Developing SS Course-25-48
3	M1L3	MIND-SET-1: Definitions and Types
4	M1L4	MIND-SET-2: Learning Mindsets
5	M1L5	MIND-SET-3: Secrets of Developing Growth Mindsets
6	M2L6	Managing Time-1: Importance of Time and Understanding Perceptions of Time
7	M2L7	Managing Time-2: Using Time Efficiently

8	M2L8	Handling Delay-1: Understanding Procrastination
9	M2L9	Handling Delay-2: Overcoming Procrastination
10	M2L10	Assertiveness-1: Don't Say "Yes" to Make Others Happy!
11	M3L11	Assertiveness -2
12	M3L12	Assertiveness -3
13	M3L13	Managing Negative Emotions
14	M3L14	Channelizing Positive Emotions-1
15	M3L15	Channelizing Positive Emotions-2
16	M4L16	People Skills-1-What Makes Others Dislike You
17	M4L17	People Skills-2-What Makes Others Like You-1
18	M4L18	People Skills-3:What Makes Others Like You-2
19	M4L19	People Skills-4-Being Attractive-1
20	M4L20	People Skills-5-Being Attractive-2
21	M5L21	English Skills: 1-Common Errors-1
22	M5L22	English Skills-2: Common Errors-2
23	M5L23	English Skills-3: Common Errors-3
24	M5L24	English Skills-4: Common Errors-4
25	M5L25	English Skills-5: Common Errors-5
26	M6L26	Significance of Humour in Communication-1
27	M6L27	Humour in the Workplace
28	M6L28	Function of Humour in the Workplace
29	M6L29	Money and Personality
30	M6L30	Managing Money
31	M7L31	Health and Personality
32	M7L32	Managing Health-1 Importance of Exercise
33	M7L33	Managing Health-2 Diet and Sleep
34	M7L34	Love and Personality

35	M7L35	Managing Love
36	M8L36	Ethics and Etiquette
37	M8L37	Business Etiquette
38	M8L38	Managing Mind and Memory
39	M8L39	Improving Memory
40	M8L40	Care for Environment