

(Deemed to be University)

Re-Accredited by NAAC 'A' Grade with CGPA 3.17 for Cycle 2 Loni-413 736, Tal Rahata, Dist. Ahmednagar, Maharashtra (MS), INDIA

### Report on capability enhancement and life skill development scheme: Soft skills Development

Title of the programme: Soft Skills development

**Programme objective:** The Soft Skill development is designed to enable the student to acquire the knowledge on soft skills, and enhance holistic development and improve their employability skills.

**Programme outcome:** At the end of capability enhancement and life skill development scheme: Soft skills Development Programme, the candidates know the 'Soft Skills; which will helps them to incorporate in personal and professional nursing practice

**Year:** 2022-2023

Eligibility of criteria's: Students who are perusing diploma in nursing (GNM) / B.Sc Nursing/

P.B.B.Sc Nursing / M.Sc. Nursing are eligible for the course.

Students: First year Basic B.Sc. Nursing

**Duration of Programme:** 40 (Theory -15 and Practical -25)

Number of students: 30

**Duration:** 01.10.2022-11.02.2023 **Time:** 2 pm-4pm (Every Saturday)

Platform: Offline classroom method of teaching learning

Teaching learning Method: Traditional chalk and blackboard, PPT, role play and discussion

Name of teacher: Mrs. Sangita Shelar

Conducted by: Smt. SEVP College of nursing Loni Bk

**Brief report:** Smt. SEVP College of nursing situated in rural area of Ahmednagar district of Maharashtra, mainly works on concept service to rural population. Maximum students admitted to nursing courses from rural background. We are preparing nurses who work competently across the globe. Soft skills development it is important for students develop Soft Skills, Aspects of Soft Skills, Effective Communication Skills, Personality Development, Positive Thinking, Telephonic Communication Skills, Communicating without Words, Paralanguage, communication, writing skills. Leadership Skills, Group Discussion, Meeting Management, Adaptability. Effective presentation, drafting an Effective Résumé, Facing Job Interviews, Emotional Intelligence & Critical Thinking, Applied Grammar.

Soft skills development enable students of first year B.Sc. nursing students to face confidently in every situation.

Coordinator of respective programme was Ms. Sangita Shelar and 30 students from first year B.Sc. nursing. Capability enhancement and soft skill development scheme conducted from duration 01.10.2022 to 11.02.2023.

Students were taught about effective communication, telephonic communication skills, talk assertively, how to walk in interview, meeting management etc.

After successfully completion of programme students were appreciated with certificate. Certificate were distributed in the presence of Principal, Dr. Rajendra Lamkhade, SSEVP CON, programme coordinator and faculty in multipurpose hall of SSEVP CON PIMS DU Loni Bk.

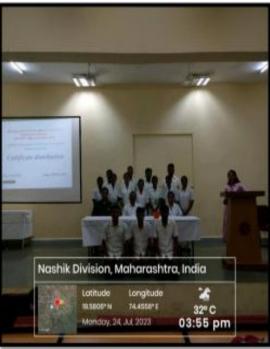


(Deemed to be University)

Re-Accredited by NAAC 'A' Grade with CGPA 3.17 for Cycle 2 Loni-413 736, Tal Rahata, Dist. Ahmednagar, Maharashtra (MS), INDIA

### Certificate distribution of capability and skill development scheme: Soft skills







# THE OF MENTAL PROPERTY OF THE PROPERTY OF THE

# **Pravara Institute of Medical Sciences**

(Deemed to be University)

Re-Accredited by NAAC 'A' Grade with CGPA 3.17 for Cycle 2 Loni-413 736, Tal Rahata, Dist. Ahmednagar, Maharashtra (MS), INDIA

### Sample copy of certificate



(Deemed to be University)

Re-Accredited by NAAC 'A' Grade with CGPA 3.17 for Cycle 2

Loni-413 736, Tal Rahata, Dist. Ahmednagar, Maharashtra (MS), INDIA

	202		ate	o o	122	Fage Ne Date
Sr. No.	Name of Student	ole 1/2 /2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/	ate 2	3 18 55 S		0 0 0 0 0
1	Andhale Neha	PP	PP	PP	PP	OP D D P P P P P P P P P P P P P P P P P
2	Auti Sanket	PP	PP	PP	1	PPAPP
3	Bongar Surthak	PP	PP	PP		PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP
4	Bharati Abhishek	PP	PP	PP	PP	PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP
5	Bhosale Gayrav	PP	PP	PP		FIFFFF
6	Budhe Pravin	PP	PP	PP	,	
7	Chaudhari Sai	PP	PP	PP	PP	
8	chavan saGanesh	Þρ	PP	PP		
9	chavan Harshal	PP	PP	PP	- 1	
10	chavan Jatin	PP	PP	PP	PP	
	Chavan Vipin	P P	P P	1		2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
12	Dahale Omkar	10		PP	PP	AFFI
13	Dange Arati	P P	PP	PP	PP	P P P P P P P P P P P P P P P P P P P
14	Dhokchowle sankeup	PP	PP	PP	PP	P P P P P P P P P P P P P P P P P P P
	Dighe chaitanya.			V I		1 1 1 1 2
		Skills and s	33	33 #	33 3 3	Z B C B B Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z
		- 20 20	3.	in the second	200	4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
-		Ki.	3 anica	6 B C	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	S S Wills
		4 : =	2 2	8	35 8	2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
	* ,	80 8	· E = 5	SE SE	श्रु व	Ein Hingen State of the Control of t
		to soft of SS.	Think	Skills Skills	Fibr Co	witting skills  oriting.  oriting.  coriting.  cuss on  skills.  g skills.  g skills.  rubs on  rubs o
	i c	out to sof	ve Think	silis pri	ization co	CONTINUES OF THE STATE OF THE S
	É	ntroof to sol	sitive Thinking n- verbal communical	itening skills	mun actrass	ter writin  bert writin  bert writin  bert writin  uotion forgan  worken  out of skille  eeth fortur  eeth fortur  tica thinki  tica thinki  titen thinki  t
		Introd to 30 Aspects of SS Communicat SX	Positive Thinking Non-verbal comm	listening skills.	Communication to communication to	LETTER WAITING S REPORT WAITING REPORT WAITING SUDUCTION SKILLS GROUP discuss on Specusing skills Combating skills Oral Presentation Specus for winder Contained thinking Specus for winder Contained thinking Contained think
	) in the second of the second	Introdo Aspects mmunic	2-4 Positive Think	11 Stephing Skills	2-4 Commun across curve for a community of the community	4.5 Letter writing Skills The Fortuna Skills The Letter writing. 4.5 Report writing. 4.5 Report writing. 2-4 Leadership Gkills. 2-4 Group discuss on School Skills. 2-4 Group discuss on School Skills. 2-4 Group Presentation. 2-4 Greech Forturious occusion. 2-4 Resume. 2-4 Greech Forturious occusion.
33	- V	2-4	ge No	2-4	7-7	Sept 3 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7
No.	Name of Student Date	8 10 22	6/10/12 0 0 2-4	2900/22 STUTZ 2-4	1911/12 2-4 1911/12 2-4	Page Ne Duty
	Name of student bate  Dive Aniket	J 1/6/22 2-4	22/6/22 00 24	29hofz - Spilz	5 1911/12 2-4	24 23/12/22 2-4 20/11/22 2-4 20
16	Name of Stydent bate  Dive Aniket  Godekar Sanket	2-4 2 8 1 10 122	22/6/22 04 2-4	20 29 10 12 2 - 4	27/11/25 P	Part of 1/1/22  Part of 1/1/22
16	Name of Stydent bate  Dive Aniket  Godekar Sanket  Godekar Santhak	4-4   18122 2-4 P-12	5 d 6/10/12 on or	20 29 10 12 2 - 4	2 2 111/12 2-4	Page N. 1972 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
16 17 18	Name of Stydent rate  Dive Aniket  Godekar Sanket  Godekar Santhak  Godekar vikas	4 d d 1/6/22 2-4	4 4 6 15/10/12 pm	2 2 2 3 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2	27/11/25 P	Program Progra
16 17 18 19	Name of Stydent rate  Dive Aniket Godekar Sanket Godekar Santhak Godekar Vikas Godhe Bhushan	2-4 2-4 2-4 3-4 5-4	4-4-6 15/10/22 120 120 120 120 120 120 120 120 120 1	4 4 4 4 59 10 12 A	2 2 111/12 2-4	Property of the property of th
16 17 18 19 20 21	Name of Stydent rate  Dive Aniket Godekar Sanket Godekar Vikas Godekar Vikas Godekar Bhushan Godhe Bhushan	2-4 P P P P P P P P P P P P P P P P P P P	4-4-6 15/10/22 120 120 120 120 120 120 120 120 120 1	2-4 dd 29/10/12	22/11/12/PPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	Page No.  Page N
16 17 18 19 20 21 22 23	Name of Stydent rate  Dive Aniket Godekar Sanket Godekar Santhak Godekar Vikas Godhe Bhushan	5-7- 100   100	TO REAL STATE OF PRINTS	21.162 P P P P P P P P P P P P P P P P P P P	22/11/12/PPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	PROPER TO STATE OF THE PROPERTY OF THE PROPERT
16 17 18 19 26 21 22 23	Name of Stydent rate  Dive Aniket  Godekar Sanket  Godekar Vikas  Godhe Bhushan  Godhe Diksha  Gogare Voubhov	PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	TO NO TO STIGITS P P P P P P P P P P P P P P P P P P P	27 28 10 10 10 10 10 10 10 10 10 10 10 10 10	TO COMMENT PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	PORT TO THE PROPERTY OF THE PR
140 - 16	Name of Stydent bate  Dive Aniket  Godekar Sanket  Godekar Vikas  Godhe Bhushan  Godhe Diksha  Gogare Vaibhov  Gaikwad Gaurov	5-7-3	TO NO CELLO IES P P P P P P P P P P P P P P P P P P P	ZIIIS PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	22/11/12/PPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	PORTO TO THE PROPERTY OF THE P
16 17 18 19 20 21 22 23 24 25 26	Name of student rate  Dive Aniket  Godekar Sanket  Godekar vikas  Godhe Bhushan  Godhe Diksha  Gogare vaibhov  Goikwad Gourav  Goikwad Harshad  Gome Suroj  Gethe Chaitanya	7-2 221018 P P P P P P P P P P P P P P P P P P P	TO STORY PROPERTY PRO	ZIIIS PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	TOTAL COLLEGE PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	PORT TO THE PROPERTY OF THE PR
16 17 18 19 20 21 22 23 24 25 26 27	Name of stydent bate  Dive Aniket  Gadekar Sanket  Gadekar Vikas  Gadhe Bhushan  Gadhe Diksha  Gagare Vaibhov  Gaikwad Gaurav  Gaikwad Harshad  Game Suroj  Gethe Chaitanya  Ghode Vivek	PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	TO STORY PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	21 15 P P P P P P P P P P P P P P P P P P	TIMEN PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	PORT TO THE PROPERTY OF THE PR
16 17 18 19 20 21 22 23 24 25 26 27 28	Name of student rate  Dive Aniket  Godekar Sanket  Godekar Vikas  Godhe Bhushan  Godhe Diksha  Gogare vaibhov  Goikwad Gourav  Goikwad Harshad  Gome Suroj  Gethe Chaitanya  Ghode Vivek  Ghogare Sourabh	PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	ZISPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	22/1/12/PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	PARTON DOWN PRICE OF THE PRICE
16 17 18 19 20 21 22 23 24 25 26 27	Name of stydent bate  Dive Aniket  Gadekar Sanket  Gadekar Vikas  Gadhe Bhushan  Gadhe Diksha  Gagare Vaibhov  Gaikwad Gaurav  Gaikwad Harshad  Game Suroj  Gethe Chaitanya  Ghode Vivek	PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	TO STORY PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	21 15 P P P P P P P P P P P P P P P P P P	TIMEN PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP



(Deemed to be University)

Re-Accredited by NAAC 'A' Grade with CGPA 3.17 for Cycle 2 Loni-413 736, Tal Rahata, Dist. Ahmednagar, Maharashtra (MS), INDIA

Smt. Sindutai Eknathrao Vikhe Patil College of Nursing, Loni (Bk)

Capability enhancement and life skill development scheme

# Soft Skills Development syllabus

**1. Title of the Scheme** : Soft Skills development

**Programme objective:** The Soft Skill development is designed to enable the student to acquire the knowledge on soft skills, and enhance holistic development and improve their employability skills.

**Year:** 2022 – 2023

Date: 01.10.2022-11.02.2023

**2. Eligibility of criteria's:** Students who are perusing diploma in nursing (GNM) / B.Sc Nursing/ P.B.B.Sc Nursing / M.Sc. Nursing are eligible for the course.

**3. Duration of Programme:** 40 (Theory – 15 and Practical – 25)

4. Content / Syllabus of the programme

**Unit 1:**Introduction to Soft Skills, Aspects of Soft Skills, Effective Communication Skills, Classification of Communication, Personality Development (**3 hours**)

**Unit 2:**Positive Thinking, Telephonic Communication Skills, Telephonic Communication Skills, Communicating Without Words, Paralanguage(**4 hours**)

**Unit 3:**Proxemics, Haptics: The Language of Touch, Meta communication, Listening Skills, Types of Listening (**2 hours**)

**Unit 4:**Negotiation Skills, Culture as Communication, Communicating across Cultures, Organizational Communication(**4 hours**)

**Unit 5:**Communication Breakdown, Advanced Writing Skills, Principles of Writing, Types of Writing, writing Letters: Format and Style, Types (**5 hours**)

**Unit 6:**Writing Reports, Types of Report, Strategies for Report Writing, Evaluation and Organization of Data, report styles, structure of Report, Group Communication Skills(**5 hours**)

Unit 7:Leadership Skills, Group Discussion, Meeting Management, Adaptability & Work Ethics(4 hours)

**Unit 8:**Advanced Speaking Skills, Oral Presentation, Speeches & Debates, Combating Nervousness, Patterns & Methods of Presentation, Oral Presentation: Planning & Preparation (6 hours)

Unit 9: Making Effective Presentations, Speeches for Various Occasions, Interviews, Planning &

Preparing, Effective Résumé, Planning & Preparing, Effective Résumé (4 hours)

Unit 10:Drafting an Effective Résumé, Facing Job Interviews, Facing Job Interviews, Emotional Intelligence & Critical Thinking, Applied Grammar(3 hours)



(Deemed to be University)

Re-Accredited by NAAC 'A' Grade with CGPA 3.17 for Cycle 2

Loni-413 736, Tal Rahata, Dist. Ahmednagar, Maharashtra (MS), INDIA

## **5.**Curriculum delivery / Transaction:

Unit	Hours	Content	Teaching learning methods	A. V. Aids		Evaluation
I	T-01 P-02	Introduction to Soft Skills, Aspects of Soft Skills, Effective Communication Skills, Classification of Communication, Personality Development	<ul> <li>Lecture cum discussion</li> <li>Simulated practice</li> </ul>	Black to LCD	ooard	Question and answer
П	T – 02 P – 02	Positive Thinking, Telephonic Communication Skills, Telephonic Communication Skills, Communicating Without Words, Paralanguage	<ul><li>Lecture cum discussion</li><li>Demonstration</li></ul>	<ul><li>Black b</li><li>LCD</li></ul>	ooard	Question and answer
III	T – 01 P – 01	Proxemics, Haptics: The Language of Touch, Meta communication, Listening Skills, Types of Listening	<ul><li>Lecture cum discussion</li><li>Demonstration</li></ul>	<ul><li>Black b</li><li>LCD</li></ul>	ooard	Question and answer
IV	T – 02 P – 02	Negotiation Skills, Culture as Communication, Communicating across Cultures, Organizational Communication	<ul><li>Lecture cum discussion</li><li>Simulated practice</li></ul>	<ul><li>Black b</li><li>LCD</li></ul>	ooard	Question and answer
V	T – 02 P – 03	Communication Breakdown, Advanced Writing Skills, Principles of Writing, Types of Writing, writing Letters: Format and Style, Types	<ul><li>Lecture cum discussion</li><li>Demonstration</li></ul>	<ul><li>Black b</li><li>Assign</li></ul>		Question and answer
VI	T-02 P-03	Writing Reports, Types of Report, Strategies for Report Writing, Evaluation and Organization of Data, report styles, structure of Report, Group Communication Skills	<ul><li>Lecture cum discussion</li><li>Demonstration</li></ul>	<ul><li>Black b</li><li>Assign</li></ul>		Question and answer
VII	T-01 P-03	Leadership Skills, Group Discussion, Meeting Management, Adaptability & Work Ethics	Lecture cum discussion	<ul><li>Black b</li><li>Role pl</li></ul>		Question and answer
VIII	T - 02 P - 04	Advanced Speaking Skills, Oral Presentation, Speeches & Debates, Combating Nervousness, Patterns & Methods of Presentation, Oral Presentation: Planning & Preparation	<ul> <li>Lecture cum discussion</li> <li>Demonstration</li> </ul>	<ul><li>Black b</li><li>Role pl</li></ul>		Question and answer
IX	T-01 P-03	Making Effective Presentations, Speeches for Various Occasions, Interviews,	Lecture cum     discussion     Demonstration	<ul><li>Black b</li><li>Role pl</li></ul>		Question and answer

(Deemed to be University)

Re-Accredited by NAAC 'A' Grade with CGPA 3.17 for Cycle 2 Loni-413 736, Tal Rahata, Dist. Ahmednagar, Maharashtra (MS), INDIA

		Planning & Preparing, Effective Résumé, Planning & Preparing, Effective Résumé			
X	T-01 P-02	Drafting an Effective Résumé, Facing Job Interviews, Facing Job Interviews, Emotional Intelligence & Critical Thinking, Applied Grammar	discussion	<ul><li>Black board</li><li>Assignment</li></ul>	Question and answer

**6. Programme outcome:** At the end of capability enhancement and life skill development scheme: Soft skills Development Programme, the candidates know the 'Soft Skills; which will helps them to incorporate in personal and professional nursing practice

7. Examination and evaluation method: Summative evaluation

Number of paper: One theory paper with 25 Marks and One practical with 25 marks

Paper title: Soft skills development

Content of paper: (Theory) Total Marks: 25

**Section A:** Multiple Choice Question 10 Marks (10X01)

**Section B:** Short Notes (Any Three) 15 Marks (03X05)

Content of paper: (Practical)Total Marks: 25

Case scenario 20 Marks

Viva Voce 05 Marks

**Total Marks: 50** 

Passing Marks: 25

**Duration of examination:** Theory 1 hour and Practical: 1 hour

Evaluation authority: Course coordinator

8. Certification authority and design of certificate: Principal / Dean of Faculty of Nursing

Smt. SEVP College of Nursing, Loni (Bk)

# Certificate

This is to certify that Mr. / Ms.Mahse omkar has successfully completed and fulfilled the requirements of Soft Skills development (40 hours) at Smt. SEVP College of Nursing of Pravara Institute of Medical Sciences (Deemed University), Loni (Bk) on

TO UNIVERSITE OF METAL STATE OF STATE O

(Deemed to be University)

Re-Accredited by NAAC 'A' Grade with CGPA 3.17 for Cycle 2 Loni-413 736, Tal Rahata, Dist. Ahmednagar, Maharashtra (MS), INDIA

We thank him/her for the valuable contribution in making the course a success.

9. Place and Venue of the academic work of the Programme: College of nursing, Loni (Bk)

10. Department and institute offering the Programme and overall coordination

**Institute:** Smt. SEVP College of nursing

Academic Calendar: 01.10.2022-11.02.2023

**Time table:** Every Saturday of week 2 PM – 4 PM

Maintenance of attendance: Attendance register will be maintained by the course coordinator

Arrangements and conduction of Programme: Course Coordinator is responsible for the same

**Evaluation:** Summative evaluation with help of theory and practical examinations with 25 Marks each

Documentation: Course Coordinator and the student section of college of nursing

Feedback: Teaching learning, Faculty, Infrastructure and Learning resources feedback will be obtained

(online)

**Appointment of director/coordinator:** Mrs. Sangita Shelar, Asst Professor

**Resource person/ Teachers:** Mrs. Sangita Shelar

- 11. Approximate expenditure involved to run the batch per a Programme: NA
- 12. Nominal fees proposed to be charged to be per course per participant with the approval of authorities: Rs50 / student
- 13. Financial and administrative expectations from the PIMS DU /PMT to run the Programme :  $\rm NA$
- 14. Infrastructure requirement: Lecture hall
- 15. Yearly AAA Audit of the Programme and financial audit process and format: NA
- 16. Annual Meta evaluation and up gradation of the content and delivery of the Programme: NA
- 17. Central documentation: Student section of college of nursing
- **18. Grievance redressal and appeals mechanism:** as per institute and university policy / mechanism **Pamphlet**



(Deemed to be University)

Re-Accredited by NAAC 'A' Grade with CGPA 3.17 for Cycle 2 Loni-413 736, Tal Rahata, Dist. Ahmednagar, Maharashtra (MS), INDIA





Pravara Institute of Medical Sciences (Deemed to be University)

College of Nursing, Loni

Soft Skills



(Deemed to be University)

Re-Accredited by NAAC 'A' Grade with CGPA 3.17 for Cycle 2 Loni-413 736, Tal Rahata, Dist. Ahmednagar, Maharashtra (MS), INDIA

# Soft Skills

### Course Aspirants:

Students pursuing diploma in nursing (GNM) / B.Sc Nursing/P.B.B.Sc Nursing / M.Sc. Nursing

### Programme objective:

 Enable the student to acquire the knowledge on soft skills, and enhance holistic development and improve their employability skills

Duration of Course: 40 Hours (Theory -15 and Practical-25)

#### Course Content:

- Introduction and Aspects of Soft Skills, Effective Communication Skills, Personality Development
- Positive Thinking, Paralanguage
- · Proxemics, Haptics: The Language of Touch, Meta communication, Listening Skills,
- Negotiation Skills, Communicating across Cultures, Organizational Communication
- · Communication Breakdown, Advanced Writing Skills,
- Writing Reports, Evaluation and Organization of Data,
- Leadership Skills, Group Discussion, Meeting Management, Adaptability & Work Ethics
- Advanced Speaking Skills, Oral Presentation, Speeches & Debates, Combating Nervousness,
   Patterns & Methods of Presentation,
- Making Effective Presentations, Effective Resume
- · Drafting an Effective Resume, Facing Job Interviews

Mode of Instructions: Audio -visual and Simulation

Examination and evaluation method: Summative evaluation (theory and practical examinations)

Course outcome: Candidates will receive value added course certification on 'Certificate Course on

Soft Skills; which will help them to incorporate in personal and professional nursing practice.



(Deemed to be University)

Re-Accredited by NAAC 'A' Grade with CGPA 3.17 for Cycle 2 Loni-413 736, Tal Rahata, Dist. Ahmednagar, Maharashtra (MS), INDIA

### **Course content**

### Soft Skills development

Course Aspirants: Students pursuing diploma in nursing (GNM) / B.Sc Nursing/ P.B.B.Sc Nursing / M.Sc. Nursing

### Programme objective:

 Enable the student to acquire the knowledge on soft skills, and enhance holistic development and improve their employability skills

Duration of Course: 40 Hours (Theory - 15 and Practical - 25)

#### Course Content:

- Introduction and Aspects of Soft Skills, Effective Communication Skills, Personality Development
- Positive Thinking, Paralanguage
- · Proxemics, Haptics: The Language of Touch, Meta communication, Listening Skills,
- Negotiation Skills, Communicating across Cultures, Organizational Communication
- Communication Breakdown, Advanced Writing Skills,
- Writing Reports, Evaluation and Organization of Data,
- Leadership Skills, Group Discussion, Meeting Management, Adaptability & Work Ethics
- Advanced Speaking Skills, Oral Presentation, Speeches & Debates, Combating Nervousness, Patterns & Methods of Presentation,
- Making Effective Presentations, Effective Resume
- Drafting an Effective Resume, Facing Job Interviews

Mode of Instructions: Audio - visual and Simulation

Student Capacity: 40 students per batch

Examination and evaluation method: Summative evaluation (theory and practical examinations)

Course outcome: Candidates will receive knowledge about Soft Skills; which will help them to incorporate in personal and professional nursing practice.

BY A COMPANY OF MEDICAL OF MEDICA

Registrar
Pravara Institute of Medical Sciences
(Deemed to be University)
Loni - 413736,Tal. Rahata
Dist. Ahmednagar (M.S. India)