Soft Skills

Course Overview

Any new or expanded game requires the practice of new or enhanced skills. Stepping out from College to the Professional domain is considered to be similar in nature. The Soft Skills course is intended to introduce you to the new `you' that may be invented and then practiced for the game to be played.

Each of us is trained to be successful, and we find our own ways to accomplish what we desire. All these are within a set of circumstances and the immediate environment (parents, relatives, teachers, friends, social media). A change in such an environment can come suddenly when one moves from the "comfort" of a "known/familiar" setting to that of a differently paced world, where who you have known yourself to be is necessary, but not sufficient. This course will focus on providing practice sessions to invent and build a muscle for the expectations ahead.

Course content

The topics covered in this course:

- Introduction to Soft Skills
- Self-Awareness
- Writing Skills
- Body Language
- Presentation Skills
- Leadership Skills
- Listening skills
- Group Discussion Skills
- Interviewing skills

Teaching Faculty

Prof. Virendra Sethi, Centre for Environmental Science and Engineering (CESE), IIT Bombay

Dr. Leena Jha, Visiting Professor at SJMSOM, IIT Bombay

Prof. P Sunthar, Department of Chemical Engineering, IIT Bombay

[**Prof. Ashish Pandey**](#), Assistant Professor of Organization and Leadership Development, SJMSOM, IIT Bombay

Duration and Venue

Registration Opens	July 1, 2020
Registration Ends	October 16, 2020
Course Starts	July 15, 2020
Course Ends	November 15, 2020
Course Duration	4 weeks

This course will be conducted in a self-paced mode, i.e. all the lecture videos, slides, reading materials, activities, and graded assignments will be released when the course starts. This gives you the flexibility of progressing and completing the graded assignments at your own pace. However, one would need to complete them before the course ends.

Course Fee and Certification

The registration fee for the course is **Rs. 375/-**. However, register before **16 August 2020** for **Rs. 325/-** only to avail an early bird registration discount. Please note that the registration fee once paid is neither refundable nor adjustable under any circumstances.

Important payment instructions:

In case of a course fee transaction failure, the participant will get an auto generated mail with instructions for further process. Please go through the mail carefully. If the amount is already debited to your account, please do not make another payment. In case of a double payment (or more than once), please send a mail to dbpaccounts@cse.iitb.ac.in requesting for a refund. The participant will also have to check the following link for his/her vendor creation in order to get a refund. IIT Bombay will not be able to process the refund (for any

reason) if the vendor creation, as per IIT Bombay's requirement, is not completed by the participant. **Link**:- https://portal.iitb.ac.in/vrp/index.jsp

Honor Code Certificates will be issued on successful completion of the course based on the grading policy mentioned in the course. Please note that all certificates will be issued online in the month of November 2020. No hard copies will be given.

How to Apply

Enrollment will be strictly online, and no other mode of application will be entertained. The online registration for the course will start on **1 July 2020**. It will remain open till **16 October 2020**.

Registration process for the Program:

- Sign up using your valid email id on the website: https://www.it.iitb.ac.in/lakshya/signup.html
- After verification, your account will be created
- Login on the website with the verified account
- Go to Announcements, select the program and register
- After successful registration, you will receive an automated email. Your name will be listed in the "**List of Participants page"**
- Thereafter register on IITBombayX site (https://courses.iitbombayx.in/register) using the same email id to access the course content

Note

The course content is released under Open Source License. All participants must agree that the content contributed by them in any form, (assignments, questions, etc.) would be released under Open Source Licence, by accepting the terms mentioned under 'No Objection Certificate'. All contributors will be acknowledged.