

SARDAR PATEL UNIVERSITY
Programme: B.Sc (Home Science)
Semester: VI
(Family Resource Management)
Syllabus with effect from: November/December-2013

Objectives:

- To cater the need of modern corporate economy and urban living
- To update students about globalization and multicultural work set up by providing valuable training on people skills
- To motivate students for personal and professional growth
- To provide tools for success and character building.

Paper Code:UH06EHUD02	Total Credit: 2
Title Of Paper: Soft Skills Development	

Unit	Description in detail	Weighting (%)
I	Introduction Understanding what are soft skills Need for soft skills in today's world Preparing and dealing with change	25%
II	Driving our own growth What is motivation and how to get it? Process of identifying goals Working on self esteem How to overcome innate fears Rediscovering yourself	25%
III	Stress management Understanding stress symptoms and consequences Techniques to manage stress Understanding relation between life goals, motivation, productivity and stress.	25%
IV	Leadership skills Key characteristics of leader, self-confidence, assertiveness, trustworthiness, morality, emotional, stability, and emotional sense of humors, self awareness and objectivity developing of teamwork skills.	25%

Basic Text & Reference Books

- Koounz H.O'Donell C Weituich H(1936) Essentials of Management Singapore, Mc Graw Hill.
- Pareek U(1988) Organizational Behavior Processes Jaipur Rawat.
- Parkinson,C Rustarnji M(1981)Realities in Management Bombay:JBH
- Baston,Rob(1996)Delegation Skills,New Delhi:Kogan Page,India.
- Cartea,Wendy(1996) Communication Skills New Delhi.Kogan Page,India.
- Khandwalla,Pradip(1995)Management Styles,New Delhi,Tata MC Graw Hill Pub.Company
- (1996) Creativity and Problems solving Kogan Page India
- (1996) Parfomiance Management Kogan Page India.
- (1996) Recuitinent & Interewing Skills,New Delhi;Kogan Page.

