

# SARDAR PATEL UNIVERSITY

Programme: B.Sc (Home Science)

Semester: VI

((Human Development)

Syllabus with effect from: November/December-2013

## Objectives:

- To prepare the students for work place
- To include in them important aspects of life career growth leadership
- To help them understand the intricacies of team work in work place.

<b>Paper Code:UH06FINT01</b>	<b>Total Credit: 3</b>
<b>Title Of Paper: Interpersonal Communication in Workplace</b>	

<b>Unit</b>	<b>Description in detail</b>	<b>Weighting (%)</b>
I	<b>Need for interpersonal skill development</b> Understanding the universal need fro developing interpersonal skills How to develop interpersonal skills in a workplace Informal learning	20%
II	<b>Understanding the difference between individuals</b> What is personality The main personality traits and factors Effect of personality traits o job performance How to deal with different personality types Value differences and how to deal with them Different kinds of intelligences Work ethics	25%
III	<b>Interpersonal communication</b> How does communication happen Relationship building Non- verbal communication Overcoming communication barriers Steps to effective communication	25%
IV	<b>Team work skills</b> Why team work is important Types of teams The advantage and disadvantage of teamwork Role distribution Guidelines for team level communication Trust, recognition, sharing	20%
V	Diversity in understanding Cultural differences	10%

## Basic Text & Reference Books

- Cole M & Cole. S (1993) : The development of children. New York: Scientific American Books.
- Arun Kumar (2000) Child Psychology, Anmol Pub. Pvt Ltd New Delhi.
- Kumar K (1993) Study of childhood and Family. In T.S.Saraswati & B. kaur (ed) Human Development & Family Studies in India: An agends for research and policy (PP67-76) New Delhi : Sage.
- Lerner R.M & Hostech, D.F (1983) Human Development :
- A Life Span perspective New York: Ms GrawHill.
- Mussen, P. N Conger,J.J. Kagar, J & Huston, A C(1990) Child Development &



➤ Personality(7ed) N. Y Harper Collins.

