

SARDAR PATEL UNIVERSITY
Programme: B.Sc (Home Science)
Semester: VI
(Textile & Clothing)

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.

Paper Code:UH06FINT01	Total Credit: 3
Title Of Paper: Interpersonal Communication in Workplace	

Unit	Description in detail	Weighting (%)
I	Need for interpersonal skill development Understanding the universal need fro developing interpersonal skills How to develop interpersonal skills in a workplace Informal learning	20%
II	Understanding the difference between individuals 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	Interpersonal communication How does communication happen Relationship building Non- verbal communication Overcoming communication barriers Steps to effective communication	25%
IV	Team work skills 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.

