

## Soft Skills

1. This module requires 1 hour slots only. We are fine with 12 slots spread over the 5 weeks. Since the slots will be activity based mentors have requested rooms that have projector facility. The computer lab is required for 2 sessions as students don't have laptops when they come here.

2. This module will follow a combined mentor+visitor model. That is whereas 10 faculty mentors will be affiliated with a student team for all sessions (mentor model), 2 faculty mentors (Puran and Venkat) will be visitors to each team in turn, handling the same session for all.

For Puran this session is 'Management Games' and for Venkat this session is 'Conflict Resolution' (visitor model).

3. The topics have been amended from last year's topics. We have added some and dropped others. We are planning to give the modules more catchy and attractive names that will appeal to students. This we will do later. This is the list. Each faculty will update one chapter of the handbook accordingly:

### 2016 LIST OF TOPICS

- a. Transition from School to College
- b. Academic Honesty and Integrity
- c. Effective Listening
- d. Motivation
- e. Reading and Comprehension
- f. Report Writing and Presentation Skills g. Handling Stress and Managing Failure h. Decision Making and Leadership

### 2017 LIST OF TOPICS

- a. Icebreaker session - Transition to college life (time + financial management) - Through activities such as poster-making (as discussed with Shyamasree, who showed us how she used posters for this exercise.)
- b. Report Writing and Presentation Skills (2 sessions); Arnav will confirm if he would like to do this with LaTeX document software; These sessions will be held in the computer lab. If this works out, then the computer proficiency modules need not do this in their sessions.
- c. Effective Listening
- d. Handling Stress and Managing Failure
- e. Work Life Balance

f. Professional Etiquette (phone, email communication etc.) g. Life Hacks (efficient reading, typing skills) (2 sessions) h. Conflict Resolution in Inter-personal Relationships -- Venkat i. Management Games (negotiation, team-work) -- Puran j. Honesty and Integrity in Personal and Professional Life

There are 10 topics proposed. 8 are of 1 session each (i.e. 1 hour each) and 2 are of 2 sessions each (i.e. 2 hours + 2 hours). Hence 12 hours will be required.

4. Methods: Mentors have suggested methods such as treasure hunt and role play to make the sessions interactive. We have to discuss this further. When mentors update the handbook they will give the time-structure of each session (i.e. minute by minute breakdown of the session and each activity therein).

5. We are considering inviting a soft skills trainer to have a one day workshop with faculty mentors (just like Prof. Sangal conducted a workshop last year to train the Human Values mentors). If you have any names to suggest for resource persons / soft skills trainers, please let me know, and I will prepare a budgetary proposal. This workshop can happen just before next semester begins.