BHARATHIDASAN UNIVERSITY
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Programme Name	BCA
Course Code	23UCASK01
Course title Unit	Soft Skills I Introduction to soft skills
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Introduction to Soft Skills: Self-Discovery, Attitude, Grooming, and Social Manners

Soft Skills is essential for fostering their independence, self-esteem, and social integration. These skills not only help us to interact more effectively with others but also improve their ability to navigate daily life and pursue career opportunities.

Use simple visuals like happy faces, handshakes, or people interacting positively.

Introduction to Soft Skills

What Are Soft Skills?

    Skills that help us interact with others and build relationships.

    Examples: communication, teamwork, positive attitude.

Why Are They Important?

    Helps us make friends and do well in interviews and jobs.

Self-Discovery

What is Self-Discovery?

Learning about your strengths and abilities.

Understanding what you like and dislike.

Activity:

Simple questions for students to answer:

What makes you happy?

What is one thing you do well?

Developing a Positive Attitude

What is a Positive Attitude?

Thinking good thoughts even when things are hard.

Smiling, saying "I can do it!"

How to Develop It?

Practice gratitude: "What are you thankful for today?"

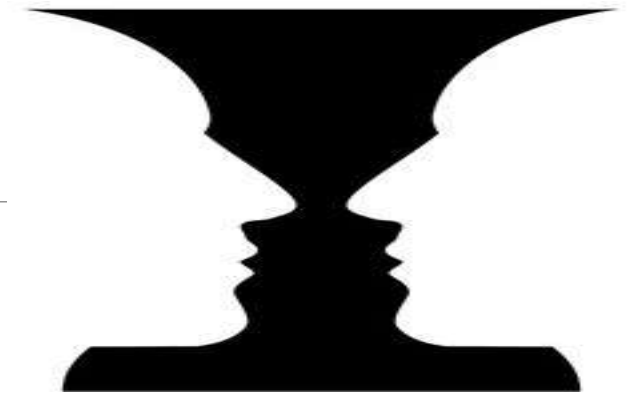Repeat positive words: "I am strong. I am smart."

Improving Perceptions

What Are Perceptions?

How you see yourself and others.

Improvement Tips:

Believe in yourself: "I can learn new things!"

Avoid negative thoughts about others.

Forming Values

What Are Values?

Things that are important to you, like kindness, honesty, and respect.

Examples:

Sharing with friends.

Telling the truth even when it is hard.

Importance of Soft Skills in Interviews and Jobs

Why Are Soft Skills Important?

Makes people like working with you.

Helps you get and keep a job.

Example Skills for Interviews:

Smiling, good posture, saying "thank you."

Discussions and Role Play

Activity: Practice Good Manners

Greeting someone: "Hello, how are you?"
Saying thank you when receiving help.

Use simple scenarios like visiting a friend or shopping.

Grooming and Body Language

What is Grooming?

Keeping yourself clean and neat (combed hair, clean clothes).

What is Body Language?

How you sit, stand, and move shows how you feel.

Tip: Sit straight, avoid slouching.

Eye Contact

Why is Eye Contact Important?

Shows you are listening.

Helps others feel respected.

Practice Activity:

Pair students and ask them to look into each other's eyes while talking

Social Etiquette and Manners

What Are Social Etiquette and Manners?

Saying "please," "thank you," and "excuse me."

Waiting for your turn to speak.

Practice Activity:

Simple skit: A polite conversation between friends

Projecting a Positive Social Image

Tips for a Positive Image:

Smile often.

Be friendly and helpful.

Activity:

Show pictures of good vs. bad social behavior and ask students to identify.

Communication Skills

Verbal Communication: Teach basic conversation skills, such as greetings, asking for help, and expressing needs or emotions. Start with simple phrases and gradually increase complexity.

Non-verbal Communication: Focus on teaching students to read and use body language, facial expressions, and gestures. Role-playing can be helpful for practicing these skills.

Active Listening: Use exercises where students practice listening and responding to others. Reinforce the importance of eye contact and attentiveness.

Social Skills

Making Friends: Teach how to initiate and maintain friendships by starting conversations, asking questions, and showing interest in others.

Respecting Boundaries: Help students understand personal space, consent, and respecting others' feelings.

Conflict Resolution: Teach strategies like using "I" statements (e.g., "I feel upset when…") and seeking compromise.

Sharing and Taking Turns: Practice through group activities where students learn to share materials and take turns in games or tasks.

Self-Advocacy
Understanding Rights and Needs: Teach students to express their needs, whether in an academic setting or when interacting with others. Encourage them to ask for help when needed.
Making Decisions: Teach students how to weigh options and make simple choices, such as choosing between two activities or deciding how to approach a problem.

Time Management and Organization

Using Calendars/Planners: Teach students how to keep track of important dates and deadlines (e.g., school assignments, appointments).
Sequencing Tasks: Break down tasks into small, manageable steps and teach students how to follow a sequence (e.g., how to complete a project step-by-step).
Prioritizing: Help students understand the difference between urgent tasks and less important ones.

Emotional Regulation and Self-Control
Recognizing Emotions: Teach students to identify and label their own emotions as well as those of others.
Coping Strategies: Help students develop strategies to cope with frustration, anxiety, or other challenging emotions (e.g., deep breathing, taking breaks).
Impulse Control: Focus on practicing patience, waiting for turns, and managing frustration in group settings.

Problem-Solving Skills

Identifying Problems: Teach students to recognize challenges or obstacles they might face in daily life.

Brainstorming Solutions: Encourage students to think of different solutions to a problem and weigh their pros and cons.

Evaluating Outcomes: Help students understand the results of their decisions and adjust their approaches accordingly.

Workplace Readiness (for Older Students)

Understanding Workplace Etiquette: Teach students about punctuality, professional behavior, and following workplace rules.
Teamwork and Collaboration: Provide opportunities to work in groups, learn about sharing responsibilities, and contribute to collective goals.
Accepting Feedback: Help students understand the importance of receiving constructive criticism and using it to improve their work.

Independence and Self-Care
Personal Hygiene: Teach basic hygiene skills (e.g., brushing teeth, washing hands, dressing appropriately).
Meal Preparation: Teach simple cooking and food preparation skills that promote independence.
Money Management: Help students understand the value of money, how to make simple purchases, and manage basic budgeting.

Adaptability and Flexibility

Dealing with Change: Teach students to adjust to new routines, people, or environments.

Coping with Uncertainty: Help students develop strategies to handle situations when things do not go as planned (e.g., dealing with a canceled event).

Thank You