

DEPARTMENT OF CHEMISTRY NAGALAND UNIVERSITY



SYLLABUS FOR VALUE-ADDED COURSE on ESSENTIAL SOFT SKILLS FOR A RESEARCH CAREER (2 Credits)

[Approved by 36th Academic Council (AC:36:5:14) held on 17th May, 2023]

Course Coordinator

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ESSENTIAL SOFT SKILLS FOR A RESEARCH CAREER (2 Credits)

Course Objective: This course is expected to provide the student with a strong conceptual and practical framework of soft skills which are useful while pursuing a research career.

Course Outcome: By the end of the soft skills training program, the students should be able to: Develop effective communication skills (spoken and written); Develop effective presentation skills; learn to work within a time frame; Understand the strategies for working as a team and being a leader.

UNIT 1

(1 Credit)

Introduction to Soft Skills: Definition of Soft Skills; Types of Soft Skills for Different Professions; Importance of Soft Skills in Research; **Communication:** Written, verbal and nonverbal communication skills. What to listen for and why, when to speak and how, starting and sustaining a conversation, Importance of responding, Presentation and interaction; **Time Management:** Enhancing the ability to organize and optimize tasks, practicing evaluating and prioritizing tasks, creating detailed to-do lists; **Attention to Detail:** An eye on the smallest details in day-to-day responsibilities, being more mindful, taking time to check over.

UNIT 2

(1 Credit)

Teamwork: Building Relationships, Understanding Group Dynamics. Emotional and social skills, Networking, Conflicts and their Resolution; **Problem-Solving:** getting to the root of an issue, analyzing from all angles, identifying real and practical solutions, collaboration for better results; **Adaptability:** What is it and why does it matter? being comfortable in uncertainty, overcome challenges and overcoming attrition; **Enhancing Professional Visibility:** Developing Leadership traits, Social Network, Media and Extending Our Identities.

Recommended Books:

1. Soft Skills: Personality Development for Life Success (3rd Edition), Prashant Sharma, bpb publishers, 2021.
2. Soft Skills: Interpersonal and Intrapersonal Skill Development, Seema Gupta, V&S publishers, 2019.
3. Soft Skills: Enhancing Employability, M.S.Rao, Wiley, 2019.