



Indian Institute of Technology

Course Details Report

Course No: GN5003

Course Name: Personal and Professional Growth

Course Type:

Others

Description:

This course provides an opportunity to develop an all-around personality that would help future personal and professional growth.

(i) To enhance self-care and self-esteem

(ii) To get along with others and the environment, handling conflicts, listening skills, and teamwork (iii) To create sensitivity to and celebrate gender diversity in the workplace

(iv) To build a positive and a growth mindset

Course Content:

(1) Communication Skills – listening, written and oral communication skills, presentation skills

(2) Interpersonal Skills – teamwork, handling conflict, and cross-cultural understanding

(3) Emotional Management Skills – emotional competence, stress, and time management

(4) Professional Skills – creative thinking, problem-solving, decision making, critical thinking

(5) Workplace Safety – physical and emotional safety

(6) Gender Sensitivity and POSH – social sensitivity, an awareness and certification session on the prevention of Sexual Harassment

The course will include lecture sessions, discussions on case studies, safety training session and field assignments.

Text Books:

[1] Goleman D. (2004), Emotional Intelligence, Bloomsbury Publishing India Private Limited., New Delhi

[2] Rajagopalan P. (2021), Emotional Intelligence, SAGE Publications India Pvt Ltd., New Delhi

[3] Klaus P. (2008), The Hard Truth About Soft Skills: Workplace Lessons Smart People Wish They'd Learned Sooner, Harper Business, New York

Reference Books:

[1] Hofstede G., Hofstede G. J. and Michael M. (2010) Cultures and Organizations: Software of the Mind, McGraw-Hill, New York

[2] Treasure J. (2010) Sound business. Management Books 2000 Limited, Gloucestershire

[3] Gelb M.J. (2000) How to think like Leonardo da Vinci, Random House Inc., USA [4] Carnegie, D (1990) Quick and easy way to effective speaking, Pocket Books, A division of Simon & Schuster, New York

[5] Daniel P. (2006) A whole new mind: Why right-brainers will rule the future. Penguin, New York

[6] Keith Furr A. (2000) Handbook of Laboratory Safety, CRC Press, Boca Raton