

Vocational Course: Master Communication in **VOC147** Modern World

The **objective** of this course is to equip students with essential communication, professional, and understanding of AI tools for personal and career success

Instructor Qualification: Post Graduation in English with 3 Years of experience working in Industry **Payout:** 20,000-50,000 INR monthly on successful completion of this course.

Why should you opt for this course?

- 1. Enhancing communication skills:** This course focuses on improving verbal and non-verbal communication skills, enabling university students to express themselves effectively and confidently in various situations.
- 2. Improved body language:** Understanding and mastering body language can significantly enhance communication by conveying messages more accurately and building better connections with others
- 3. Public speaking and interview skills:** Developing public speaking and interview skills is crucial for university students as it enhances their ability to articulate ideas, present themselves professionally, and increase their chances of success in job interviews.
- 4. Effective presentation skills:** Presentations are a common requirement in university and professional settings. This course equips students with the skills to create compelling presentations, engage the audience, and deliver information effectively.
- 5. Interpersonal skills:** Building strong relationships and effectively interacting with others are essential skills for success in both personal and professional life. This course provides techniques and strategies to develop effective interpersonal skills
- 6. Public relations, networking, and negotiation skills:** These skills are vital for students who want to excel in their careers. The course helps students understand the principles of public relations, networking, and negotiation to build meaningful connections and achieve their goals.
- 7. Group discussion skills:** Group discussions are often part of university coursework and job selection processes. Learning how to effectively contribute and engage in group discussions can help students stand out and collaborate effectively.
- 8. Telephonic etiquette:** Telephone conversations are common in both academic and professional settings. Students will learn how to communicate professionally over the phone, improving their ability to convey messages clearly and effectively.
- 9. Email etiquette:** Email is a prevalent form of communication in the digital age. This course equips students with the skills to write professional and effective emails, enhancing their communication in both academic and professional environments.
- 10. Social media etiquette:** In today's digital world, social media is a powerful tool. Students will learn how to navigate social media platforms responsibly, maintaining a professional online presence and effectively communicating their ideas.
- 11. Dressing etiquette:** Personal appearance plays a significant role in making a positive impression. You will learn how to dress appropriately for various occasions, presenting yourself professionally and confidently.
- 12. Phonetics:** Phonetics is the study of speech sounds. Understanding phonetics can help you improve your pronunciation, diction, and overall clarity in spoken communication.

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Who is this course for?

- 1. Business and management:** Graduates or students pursuing degrees in business administration, management, marketing, or related fields can benefit from this course to enhance their communication presentation and negotiation skills essential for success in the business world.
- 2. Communication and media studies:** Students studying communication, journalism, public relations, or media-related disciplines can opt for this course to further develop their communication skills, public speaking abilities, and understanding of interpersonal dynamics.
- 3. Social sciences and humanities:** Graduates or students in fields such as psychology, sociology, political science, or international relations can benefit from this course to improve their interpersonal skills, cultural understanding, and their ability to engage in group discussions or public speaking.
- 4. Education and teaching:** Aspiring teachers and educators can benefit from this course to enhance their presentation skills, group discussion techniques, and overall communication abilities necessary for effective classroom management and student engagement.
- 5. Hospitality and tourism:** Students pursuing degrees or careers in the hospitality industry can opt for this course to learn dining etiquette, customer service communication, and networking skills essential for delivering exceptional guest experiences.
- 6. IT and computer science:** University students or graduates in IT and computer science can benefit from the IT skills module of this course, which offers practical training in Microsoft productivity tools and important applications, enhancing their proficiency and productivity in their field.
- 7. Engineering and technical fields:** Students or graduates in engineering or technical fields can benefit from this course to develop their communication skills, particularly in presenting technical information effectively and engaging in professional networking.
- 8. Health sciences and medical fields:** Graduates or students in healthcare, medicine, or related disciplines can opt for this course to enhance their communication skills with patients, colleagues, and other healthcare professionals, improving patient care and collaboration.
- 9. Law and legal studies:** Law students or graduates can benefit from this course to strengthen their communication skills, negotiation techniques, and presentation abilities necessary for successful legal practice.

These are just a few examples. Overall, students from various disciplines can benefit from this course to enhance their communication skills, personal development, and AI tools proficiency, regardless of their specific field of study or future career aspirations.

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Semester 1 (3 credit course)

Theory: 1 credit; Practical: 2 credit)

Title of the course : **Master Communication in Modern World
SuperSkills Elite Level 1 Duration**
: **6 months (online)**

Broad Area/Sector : **Communication**

Sub Sector : **Modern Communication**

Name of Proposed Skill Partner : **AnsrCoach Eduventures Pvt. Ltd.**

Pre requisite of the candidate : **Pursuing Graduation in any Discipline**

Job Prospects : **Communications Specialist, Human Resources
Assistant/Coordinator, Customer Service Representative, Project Coordinator/Manager, Sales Representative,
Training and Development Coordinator, Team Leader/Supervisor, Public Relations Assistant/Officer, Administrative Assistant/Coordinator, Entrepreneur/Business Owner**

Unit	Topic	General/Skill Development	Theory/Practical/ Training/Internship	Number of theory Hours	Number of Skill Hours
Unit 1	Communication <ul style="list-style-type: none">• Body language• Public Speaking and Interview• Presentation	General	Theory	4	
	<ul style="list-style-type: none">• Role-plays: Engaging in simulated communication scenarios to practice effective communication.• Public Speaking Exercises: Delivering speeches and presentations to improve confidence and public speaking skills.• Group Discussions: Participating in group discussions to enhance interpersonal communication and collaboration	Skill Development	Practical		16
Unit 2	Personality Development <ul style="list-style-type: none">• Self-awareness and Personal Branding: Identifying strengths,	General	Theory	4	

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	<p>weaknesses. and personal values for professional growth.</p> <ul style="list-style-type: none"> • Telephonic Etiquettes: Mastering telephone communication skills, including tone, clarity, and professionalism. • E-mail Etiquettes: Writing professional and effective emails, understanding email etiquette. 				
Unit 3	<p>! I I I I I I</p> <ul style="list-style-type: none"> • Personal SWOT Analysis: Assessing personal strengths, weaknesses, opportunities, and threats to develop a career action plan. • Role-playing: Practising proper telephonic conversations, and writing professional emails • Mock Interviews: Simulating job interviews to enhance interviewing skills and confidence. <p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Building Relationships: Understanding the importance of building and maintaining professional relationships. • Emotional Intelligence: Developing empathy, self-awareness, and social skills for effective interpersonal interaction. • Conflict Management: Strategies for resolving conflicts and handling difficult conversations • Negotiation Skills: Techniques for successful negotiation and reaching mutually beneficial outcomes 	<p>Skill Development</p> <p>General</p>	<p>Practical</p> <p>Theory</p>		25
	<ul style="list-style-type: none"> • Team-building 	<p>Skill Development</p>	<p>Practical</p>		14

	<p>Activities: Engaging in team-building exercises to foster cooperation, communication, and collaboration</p> <ul style="list-style-type: none"> • Role-playing: Practising conflict resolution and negotiation skills through realistic scenarios. • Case Studies: Analysing real-life workplace conflicts and proposing solutions. 				
Unit 4	<p>Professional & Workplace Solutions</p> <ul style="list-style-type: none"> • Personal Effectiveness : Techniques for managing time, setting goals, and prioritizing tasks for maximum productivity. • Stress Management : Strategies for recognizing and managing stress to maintain well-being in the workplace, • Analytical Skills and Problem Solving: Developing critical thinking and problem-solving abilities in professional settings. • Counselling: Understanding the basics of counselling and its application in workplace situations 	General	Theory	4	
	<ul style="list-style-type: none"> • Time Management Exercises: Practising time management techniques and creating schedules to optimize productivity. • Stress Reduction Techniques: Learning and implementing stress reduction strategies, such as meditation or mindfulness • Case Studies and Simulations: Analysing workplace scenarios and applying analytical skills 	Skill Development	Practical		

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	and problem-solving techniques to find solutions.				
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By the end of this semester you will learn:

1. Effective communication skills through role-plays, public speaking exercises, and group discussions
2. Personal development skills, including self-awareness, personal branding, and mastering telephonic and e-mail etiquette.
3. Interpersonal skills, such as building relationships, emotional intelligence, conflict management, and negotiation techniques
4. Strategies for personal effectiveness, stress management, analytical thinking, and problem-solving in professional settings.
5. The basics of counseling and its application in workplace situations.
6. Time management techniques, stress reduction strategies, and the ability to analyze workplace scenarios and find practical solutions.
7. How to do case studies?
8. Telephonic Conversation
9. Conflict Management and Stress Management.

You will be prepared for the interviews and ready to work in any corporate. Certificate: Certificate of Basics of Modern Communication

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Semester 2(3 credit course)

Theory: 1 credit; Practical: 2 credit)

Title of the course : **Master Communication in Modern World: SuperSkills Elite Level 2** Duration : 6 months (online)

Broad Area/Sector : **Communication Level 2**

Sub Sector : **Modern Communication**

Name of Proposed Skill Partner : **AnsrCoach Eduventures Pvt. Ltd.**

Pre requisite of the candidate : **Pursuing Graduation in any Discipline**

Job Prospects : **Communications Specialist, Human Resources Assistant/Coordinator, Customer Service Representative, Project Coordinator/Manager, Sales Representative, Training and Development Coordinator, Team Leader/Supervisor, Public Relations Assistant/Officer, Administrative Assistant/Coordinator, Entrepreneur/Business Owner**

Unit	Topic	General/Skill Development	Theory/Practical/ Training/Internship	Number of theory Hours	Number of Skill Hours
Unit 1	Professional Aptitude <ul style="list-style-type: none">• Professional Etiquettes: Understanding and applying professional etiquette in various settings.• Professional Ethics: Examining ethical principles and their importance in professional conduct.• Professional Interaction: Developing effective communication and interpersonal skills in professional environments.	General	Theory		
	<ul style="list-style-type: none">• Professional Networking Events: Participating in networking events to practice professional interaction and build connections.• Business Etiquette Role-plays: Simulating real-life professional scenarios to practice appropriate behavior and etiquette.• Case Studies: Analysing ethical dilemmas in professional settings and proposing ethical solutions.	Skill Development	Practical		25
Unit 2	Leadership and Team	General	Theory	8	

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	Management <ul style="list-style-type: none"> Leadership Styles : Understanding different leadership styles and their impact on team dynamics. Team Management: Developing skills in building, motivating, and managing high-performing teams. Decision Making: Techniques for effective decision-making and problem-solving as a leader. 				
	<ul style="list-style-type: none"> Leadership Activities: Engaging in team-based leadership activities to practice leadership skills and strategies. Team Project: Collaborating with a team to complete a project, applying team management principles. Case Studies: Analyzing real-world leadership challenges and proposing effective solutions. 	Skill Development	Practical		10
Unit 3	AI Tools <ul style="list-style-type: none"> ChatGPT: AI Chatbot Google AI: AI Research Tool Seven other AI Tools uses and implementation .	Skill Development	Practical		25

By the end of this semester you will:

- Understanding and applying professional etiquette in various professional settings.
- Examining ethical principles and understanding their importance in professional conduct.
- Developing effective communication and interpersonal skills in professional environments.
- Participating in networking events to practice professional interaction and build connections.
- Simulating real-life professional scenarios to practice appropriate behavior and etiquette.
- Analyzing ethical dilemmas in professional settings and proposing ethical solutions.
- Understanding different leadership styles and their impact on team dynamics.
- Developing skills in building, motivating, and managing high-performing teams.
- Learning techniques for effective decision-making and problem-solving as a leader.
- Engaging in team-based leadership activities to practice leadership skills and strategies.
- Collaborating with a team to complete a project, applying team management principles.
- Analyzing real-world leadership challenges and proposing effective solutions.
- Utilizing AI chatbots, like ChatGPT, for various applications and interactions.
- Exploring and implementing Google AI research tools for AI development.

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- Understanding and utilizing seven other AI tools for specific tasks and projects.

Certificate: Certificate of Course Completion: Modern Communication and AI tools

Course Outcome:

Professional Aptitude:

- Demonstrating professional etiquette and ethical behavior in various professional settings.
- Exhibiting effective communication and interpersonal skills for successful interactions.
- Building and maintaining professional networks through participation in networking events.
- Analyzing ethical dilemmas and proposing ethical solutions in professional scenarios.
- Stress Management
- Communication
- Body Language
- Interpersonal Skills

Leadership and Team Management:

- Understanding different leadership styles and their impact on team dynamics.
- Developing skills to build, motivate, and manage high-performing teams effectively.
- Applying techniques for decision-making and problem-solving as a leader.
- Engaging in team-based leadership activities and collaborating on team projects.

AI Tools:

- Utilizing AI chatbots, like ChatGPT, for various applications and interactions.
- Exploring and implementing Google AI research tools for AI development.
- Understanding and implementing seven other AI tools for specific tasks and projects.



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