VOC148

Vocational Course on Communication in Professional World

The **objective** of this 2-senlester course is to equip university students with essential comluunica tion professional, and IT skills for personal and career success

Instructor Qualification: Post Graduation in Computer Applications 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. **Conflict management**: Developing skills to effectively manage conflicts in the workplace can lead to better wor king relationships, increased productivity, and a positive work environment.

2. **Personal effectiveness**: This course helps individuals enhance their personal effectiveness by improving sel f-awareness, goal-setting, and prioritisation skills, leading to increased efficiency and success in both personal and professional endeavours.

3. **Stress management**: Learning techniques to manage and cope with stress can improve overall well-being, in crease resilience, and enhance productivity in the workplace.

4. **Time management**: Developing strong time management skills allows individuals to prioritise tasks, meet deadlines , and achieve a better work-life balance, resulting in increased productivity and reduced stress levels

5. **Analytical skills and problem-solving**: Building analytical and problem-solving skills equips individuals with the a bility to identify and tackle complex challenges in the workplace, leading to improved decisionmaking and innovative solutions.

6. **Counselling**: The counselling module provides individuals with the skills to provide guidance and support to others in the workplace, fostering a positive and supportive environment and enhancing team dynamics.

7. **Professional etiquettes**: Understanding and practising professional etiquettes helps individuals build a positive and respectfbl professional image, improving relationships with colleagues, clients, and superiors.

8. **Professional ethics**: Learning about professional ethics helps individuals make principled and ethical decisions in the workplace, fostering integrity, trust, and a positive reputation.

9. **Professional interaction**: Developing effective professional interaction skills enables individuals to commu nicate asserlively, resolve conflicts, and build strong relationships with colleagues and superiors.

10. **Enhanced workplace dynamics**: By acquiring advanced soft skills, individuals can contribute to creating a harmonious and collaborative work environment, enhancing teamwork, productivity, and job satisfaction.

11. **Career advancement**: Soft skills are highly valued by employers across industries. This course equips in dividuals with a range of valuable skills that can enhance their career prospects and open up opportunities for advancement.

12. **Increased employability**: Employers often seek candidates with strong soft skills. By completing this co urse, individuals can differentiate themselves in the job market and increase their employability, as soft skill s are highly transferable across various roles and industries.

13. **Personal growth**: The program provides individuals with opportunities for personal growth and selfimprovement, enabling them to become more confident, adaptable, and effective professionals.

14. **Adaptability to change**: Soft skills such as personal efFectiveness, stress management, and problemsolving eq uip individuals with the ability to navigate and adapt to changes in the workplace, making them valuable assets in dynamic and evolving environments.

15. **Overall success and well-being**: Developing a comprehensive set of soft skills empowers individuals to thr ive both professionally and personally, leading to greater success, job satisfaction, and overall well-being.

Who is this course for?

1. **Psychology and Counselling**: Students in psychology or counselling programs can benefit from the interpersonal skills, conflict management, and counselling modules of this course to enhance their ability to connect with clients, resolve conflicts, and provide effective guidance.

2. **Fine Arts and Creative Fields**: Students pursuing degrees in fine arts, design, or creative disciplines can benefit from this course to improve their presentation skills, networking abilities, and professional interaction, enabling them to showcase their work and establish meaningful connections in the industry.

3. **Social Work and Community Development**: Students studying social work or community development can benefit hom the course's emphasis on interpersonal skills, counselling, and conflict management, equipping them with the necessary tools to engage with diverse populations and address social issues effectively

4. **Environmental Science and Sustainability**: Students in environmental science or sustainability programs can benefit from this course to improve their communication and presentation skills, enabling them to effectively convey their research findings, engage stakeholders, and advocate for environmental causes.

5. **Sports Management and Recreation**: Students pursuing degrees in sports management or recreation can benefit from the course's emphasis on communication, networking, and conflict management skills, helping them excel in managing teams, coordinating events, and engaging with athletes and stakeholders.

6. **Fashion and Apparel Design**: Students in fashion and apparel design programs can benefit from the course's modules on professional etiquette, networking, and presentation skills, enhancing their ability to communicate their creative vision, establish industry connections, and succeed in the competitive fashion industry.

7. **Linguistics and Language Studies**: Students studying linguistics or language studies can benefit from the course's focus on phonetics, verbal communication, and email etiquette, improving their understanding of language structures and enhancing their overall communication skills.

8. **Political Science and International Relations**: Students in political science or international relations programs can benefit from the course's modules on public speaking, networking, and intercultural communication, enabling them to effectively articulate their ideas, engage in diplomatic discussions, and build international connections

9. **Architecture and Urban Planning**: Students pursuing degrees in architecture or urban planning can benefit from this course to develop their presentation skills, professional etiquette, and interpersonal skills, which are essential for engaging with clients, collaborating with teams, and communicating design concepts effectively.

10. **Film and Media Production/Journalism**: Students in film and media production or Journalism programs can benefit from the course's modules on public speaking, networking, and professional interactiony equipping them with the skills to pitch ideas, collaborate with industry professionals, and excel in their creative endeavours

11. **Technical Field**: Students studying engineering or pursuing any technical degree can benefit from this course by developing their cornmunication and presentation skills. Effective communication is essential for conveying complex technical information, collaborating with colleagues, and presenting findings to stakeholders

12. **Medical Disciplines**:

1. Medicine: Medical students can benefit from the course's emphasis on effective communication, interpersonal skills, and counselling. These skills are vital for building trust and rapport with patients, collaborating with healthcare teams, and providing empathetic patient care.

2. Nursing: Students in nursing programs can benefit from this course by enhancing their communication skillst particularly in patient interactions, teamwork, and professional etiquette. Effective communication is crucial for providing quality nursing care and promoting positive patient outcomes.

3. Pharmacy: Students studying pharmacy can benefit from the course's focus on professional ethics, interpersonal skills, and patient counselling. These skills are essential for effectively communicating medication information, counselling patients on proper usage, and ensuring patient safety.

4. Allied Health Professions: Students pursuing degrees in allied health professions, such as physical therapy, occupational therapy etc. can benefit from this course's emphasis on interpersonal skills, time management, and professional interaction. These skills are important for effective patient care, interdisciplinary

collaboration, and maintaining professionalism in healthcare settings.

These are just a few examples. **Overall, graduates and university students from various disciplines can b enefit from this course to enhance their communication skills, personal development, regardless of their specific field of study or future career aspirations**.

Semesterl

Theory: 1 credit, Practical 2 credits(3 credit course)

Title of the course	: **Communication in Professional World SuperSkills Elite Level 1** Duration
	: **6 months (online)**
Broad Area/Sector	: **Communication**
Sub Sector	: **Professional 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 Represent ative**, **Training and Development Coordinator, Team Leader/Supervisor, Public Relations Assistant/Offi cer, 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 Skills** • Body Language and Non-Verbal Communication • Public Speaking and Presentation Skills • Interpersonal Skills and Relationship Building • Interview Skills	General	Theory		
	• Practical Training in Microsoft productivity tools-MS Word, Excel, **PowerPoint** • Public Speaking Practice Sessions • Role-plays for Effective Communication and Interpersonal Skills • Mock Interviews and Feedback Sessions (• Presentation Design and Delivery Exercises	Skill Development	Practical		30

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Unit	Topic	General/Skill Development	Theory/Practical/ Training/Internship	Number of theory Hours	Number of Skill Hours
Unit 3	**Public Relations and Networking Strategies** • Group Discussion Techniques • Business Etiquette and Professionalism • Conflict Resolution and Management • Emotional Intelligence	General	Theory	8	
	• Networking Events and Practice Sessions: Students participate in real or simulated networking events where they can practice introducing themselves, engaging in meaningful conversations, and exchanging contact information with professionals in their field of interest • Mock Group Discussions: Students engage in structured group discussions on various topics, learning techniques such as active listening, respectful disagreement, and effective collaboration to enhance their communication and critical thinking skills. • Business Etiquette and Professionalism Role-plays: Students participate in role-plays to practice professional behaviour, including proper greetings, handshakes, business card exchanges, and appropriate workplace	Skill Development	Practical		30

		conduct.				
		• Conflict Resolution Scenarios: Students work in pairs or groups to analyse conflict situations and practice effective resolution strategies through role-plays, negotiation, and mediation exercises. • Emotional Intelligence Assessments and Development: Students complete assessments to identify their emotional intelligence strengths and areas for improvement. They then engage in activities and exercises designed to develop self-awareness, empathy, and emotional regulation skills.				

By the end of the semester, you will learn:

- Effective communication skills, including public speaking and presentation abilities.
- Interpersonal skills for building strong relationships and engaging in group discussions
- Business etiquette and professionalism in various professional settings.
- Strategies for conflict resolution and managing stressful situations.
- Proficiency in using Microsoft productivity tools (e.g., MS Word, Excel, PowerPoint)
- Networking and negotiation techniques to excel in professional interactions.
- Social media etiquette and cross-cultural communication skills.
- Time management and stress management techniques for personal efFectiveness.
- Analytical skills and problem-solving approaches in practical scenarios.
- Understanding of ethical decision making in the workplace.

Certificate: (-'crTificaIc in f'-unclamcntais of Professional ('<)trtlrlunicalion

Theory: 1 credit, Practical 2 credits(3 credit course)

Title of the course : **Communication in Professional World**
SuperSkills Elite Level 2 Duration
: **6 months (online)**
Broad Area/Sector : **Communication**
Sub Sector : **Professional 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 Represent ative, Training and Development Coordinator, Team Leader/Supervisor, Public Relations Assistant/Offi cer, 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	Time Management and **Productivity** • Stress Management Techniques • Decision-Making and Problem-Solving Skills • Cross-Cultural Communication and Global Business Etiquette • Personal Branding and Professional Image	General	Theory	15	
	• Time Management Exercises and Planners(10 hours) • Stress Management Techniques and Relaxation Exercises(15 hours) • Case Studies for Decision Making and Problem-Solving(1 5 hours) • Cross-Cultural Communication	Skill Development	Practical		60

	Scenarios and Role-plays(10 hours) • Personal Branding Portfolio Development and Feedback(10 hours)				

By the end of this semester you will learn:

- Advanced leadership and team management skills for effective collaboration.
- Enhanced negotiation and persuasion techniques for successful interactions.
- Improved critical thinking and analytical abilities to solve complex problems.
- Cross-cultural communication skills and global business etiquette.
- Personal branding and professionalism to build a strong professional image.

Certificate Title: Certificate in Advanced Colnm unication

Course Outcome:

1. Communicate effectively and confidently in various settings, including public speaking, presentations, and lntervr ews
2. Build strong interpersonal relationships and engage in successful group discussions.
3. Demonstrate professionalism and proper business etiquette in diverse professional contexts.
4. Manage conflicts and stressful situations efficiently.
5. Utilize Microsoft productivity tools proficiently for academic and professional tasks.
6. Engage in effective networking and negotiation for professional success.
7. Navigate social media platforms responsibly and communicate cross-culturally.
8. Implement time management and stress management techniques for personal effectiveness.
9. Analyse and solve complex problems using critical thinking and analytical skills.
10. Make ethical decisions and uphold ethical standards in the workplace
11. Demonstrate leadership qualities and effectively manage teams.
12. Apply emotional intelligence to enhance communication and relationships,

Overall, the course aims to equip students with practical and valuable skills that will help them succeed academica lly, professionally, and personally.