

School of Business
Value-Added Certificate Course Proposal

Course Title: Workplace Competencies

Duration: Minimum 30 Sessions × 60 Minutes

Mode of Delivery: Theory Hands-on Practical ✓

Maximum Intake: 30 Students

Course Coordinators:

Name: Anuradha Gaikwad Designation: Assistant Professor

Contact: 9822944393

Email: augaikwad@siberindia.edu.in,

Maithili Santosh Designation: Assistant Professor

Contact 8551938601

Email: maithili@siberindia.edu.in

1. Course Overview:

Academic knowledge alone is not sufficient in today's professional world to become successful. Hard skills have to be supplemented with soft skills in order to succeed in one's professional careers. This course is designed to inculcate life skills essential for professionals in their careers. The course **Workplace Competencies** is designed to bridge the gap between formal education and workplace expectations by developing essential soft skills and employability traits that enable students to transition confidently from campus to corporate life. The syllabus emphasizes understanding the self, building emotional intelligence, developing clear goals, and nurturing attitudes and behaviors that support personal growth and professional success.

Objectives:

1. To increase the students' employability and facilitate smooth transition from campus to corporate.
2. To develop life skills for effective implementation at workplace.
3. To contemplate comprehensive plans for student's personal and career advancement

2. Course Outcomes (COs):

Upon completion of the course, students will be able to:

1. Work on development of self-personality
2. Apply various soft Skills to life situations.
3. Develop employability related skills.

3. Course Modules / Structure:

Module No	Module Title	Key topics/ Activities	No of Sessions
1	Introduction to Life Skills and Personality Enhancement	Introduction to Life Skills; Hard vs Soft Skills	1
2	Introduction to Life Skills and Personality Enhancement	Types and Importance of Soft Skills	1
3	Introduction to Life Skills and Personality Enhancement	Employability Skills – Attitude & Behaviour	1/2
4	Introduction to Life Skills and Personality Enhancement	Abilities & Knowledge	1/2
5	Introduction to Life Skills and Personality Enhancement	Self-Esteem & Self-Awareness	1/2
6	Introduction to Life Skills and Personality Enhancement	Self-Confidence & Self-Improvement	1/2
7	Introduction to Life Skills and Personality Enhancement	Self-Management & Time Reflection	1
8	Introduction to Life Skills and Personality Enhancement	Emotional Quotient (EQ)	1
9	Introduction to Life Skills and Personality Enhancement	Goal Setting Techniques	1/2
10	Introduction to Life Skills and Personality Enhancement	Career Planning	1/2
11	Working Skills	Time Management – Value of Time	½

12	Working Skills	Weekly Planner & Prioritization	1/2
13	Working Skills	Critical Thinking	1
14	Working Skills	Lateral Thinking	1
15	Working Skills	Interpersonal Skills	1/2
16	Working Skills	Intrapersonal Skills	1/2
17	Working Skills	Analytical Problem Solving	1
18	Working Skills	Creative Problem Solving	1
19	Working Skills	Professionalism	1/2
20	Working Skills	Teamwork	11/2
21	Working Skills	Conflict Management	1
22	Working Skills	Leadership Styles	1
23	Professional Etiquette & Image Building	Professional Etiquette	1
24	Professional Etiquette & Image Building	Table Manners	1
25	Professional Etiquette & Image Building	Business Card & Greetings	1
26	Professional Etiquette & Image Building	Email & Digital Etiquette	1
27	Professional Etiquette & Image Building	Hygiene & Grooming	1
28	Professional Etiquette & Image Building	Dress Code	1
29	Professional Etiquette & Image Building	Body Language	1
30	Professional Etiquette & Image Building	Image Building Reflection	1

4. Pedagogy / Teaching Methods:

(E.g., lectures, lab sessions, case studies, group activities, fieldwork, guest talks, etc.)

5. Assessment & Evaluation Scheme:

Component	Description	Weightage
Attendance & Participation	Active participation in activities conducted	10
Assignments / Practical Work	Completion of various activities during course work	50
Final Assessment / Project		40

6. Resources Required:

- Software / Tools: Use of material required for activities like card sheets, coloured paper, scissors, glue, etc.
- Reading Materials / Reference Books: -mentioned in the Syllabus

7. Expected Outcomes / Employability Skills Developed:

1. Development of soft skills required for professional work.
2. Development of self-image.
3. Develop etiquettes for corporate jobs.

8. Course Schedule & Timeline:

- Course Start Date: **1st December 2025**
- Course End Date: **31st March 2026**
- Timetable Slot (if fixed): _____

9. Approval Details:

Proposed by: Anuradha Gaikwad, Maithili Santosh _

Approved by Dean: Madhura Mane

Date of Submission to IQAC: **22nd November 2025**

Internal Quality Assurance Cell (IQAC), CSIBER, Kolhapur.