

# **COURSE CONTENT – SOFTSKILL DEVELOPMENT + INTERVIEW PREPARATION**

---

## **1. Introduction to Soft Skills**

- **Introduce the concept and importance of soft skills.**
- **Discuss their role in professional and personal life.**
- **Highlight the distinction between soft skills and hard skills.**

## **2. Mastering Communication**

- **Enhance verbal and non-verbal communication skills.**
- **Cultivate active listening and empathy.**

## **3. Goal Setting**

- **Define SMART goals aligned with personal aspirations.**
- **Develop actionable plans for goal achievement.**

## **4. Team Management and Collaboration**

- **Foster a collaborative team environment.**
- **Resolve conflicts constructively within a team setting.**

## **5. Conflict Management**

- **Identify conflict resolution styles.**
- **Practice empathy and active listening in conflict resolution.**

## **6. Problem Solving and Decision Making**

- **Understand the problem-solving process.**
- **Enhance decision-making skills through practical exercises.**



# **COURSE CONTENT – SOFTSKILL DEVELOPMENT + INTERVIEW PREPARATION**

---

## **7. Critical Thinking**

- Question assumptions and evaluate evidence.
- Apply critical thinking skills to real-world scenarios

## **8. Body Language and Formal Grooming**

- Utilise non-verbal cues effectively.
- Adhere to professional grooming standards

## **9. Professional Ethics**

- Apply ethical principles in decision-making.
- Cultivate integrity and ethical leadership traits

## **10. Leadership**

- Understand effective leadership qualities.
- Practice leadership skills through team-based activities

## **11. Conflict Management**

- Identify conflict resolution styles.
- Practice empathy and active listening in conflict resolution.

## **12. Negotiation**

- Understand negotiation principles and styles.
- Practise effective communication in negotiation scenarios

## **13. Emotional Intelligence**

- Develop self-awareness and self-regulation.
- Cultivate empathy and social awareness



# COURSE CONTENT – SOFTSKILL DEVELOPMENT + INTERVIEW PREPARATION

---

## 14. Creative Thinking and Innovation

- Foster creativity and innovation for problem-solving
- Practise divergent thinking and idea generation

## 15. Application, integration and Conclusion

- Apply acquired skills in real-world scenarios.
- Reflect on personal growth and identify areas for development.
- Review key learnings.
- Develop personalized action plans for ongoing growth.

## 16. Introduction to Interview Preparation

- Understanding the importance of interview preparation
- 4 Step process : prepare, apply, network and perform.
- Types of interviews.

## 17. Resume Building

- Basics of resume formatting and design
- Tailoring your resume for different job applications
- Highlighting achievements and quantifiable results
- Reviewing sample resumes
- Do's and don'ts while preparing resume

## 18. Body Language and Nonverbal Communication

- First impression
- Importance of body language in interviews
- Tips for projecting confidence and professionalism through body language.
- Practising positive nonverbal cues (e.g., eye contact, posture, hand gestures)
- Video analysis and feedback sessions



# **COURSE CONTENT – SOFTSKILL DEVELOPMENT + INTERVIEW PREPARATION**

---

## **19. Handling Common Interview Questions**

- Reviewing frequently asked interview questions (e.g., strengths and weaknesses, career goals)
- Developing authentic and memorable responses
- STAR method to answer important questions.
- Peer-led mock interviews

## **20. Group Discussion Skills**

- Understanding the purpose and format of group discussions
- Strategies for active listening and effective participation
- Techniques for presenting arguments persuasively
- Group discussion simulations

## **21. Mock interviews**

- Full-length mock interviews with feedback from instructors and peers
- Simulating different interview formats and scenarios
- Identifying areas for improvement and refining interview strategies

## **CONTACT US-**

**Phone no.- 8851517505**

**Email-trippleonesolutions@gmail.com**

**Website- [www.trippleonesolutions.com](http://www.trippleonesolutions.com)**



**Tripple One Solutions**