



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

Sector-01, Kamothe, Navi Mumbai - 410 209

Tel 022-27432471, 022-27432994, Fax 022 - 27431094

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Value Added Course

SOFT SKILLS FOR HOLISTIC DEVELOPMENT

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MGM Institute of Health Sciences
(Deemed University u/s 3 of UGC Act, 1956)
Navi Mumbai- 410 209

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MGM NEW BOMBAY COLLEGE OF NURSING

5th Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

Enhancing Soft Skills for Holistic Development

Time allotted = 16 Hrs

Theory = 7 Hrs

Practical = 9 Hrs

Course Description

This course is designed to help the students to acquire soft skills important to the practice of nursing profession.

Objectives

At the end of the course the students will be able to;

- Establish effective interpersonal relationship with others.
- Understand importance of active listening and body language in communication.
- Select appropriate words and tone of voice in verbal and written communication.
- Identify strategies to improve interpersonal relationship.
- Develop skills in public speaking.
- Identifying appropriate personal and professional values for nursing practice.
- Describe potential source of stress and strategies for stress and conflict management.
- Develop skills in preparation and power point.



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Course Contents

Sr.No.	Session	Time (hour)		Content	Teaching Learning Method
		Theory	Practice		
1	Communication and interpersonal Skills	2 hrs	3 hrs	<ul style="list-style-type: none">• Introduction to Soft Skills.• Concept of communication and interpersonal relationship• Importance of active listening and body language in communication• Significance of tone of voice and use of words in communication• Communication in difficult situations• Strategies to improve interpersonal relationship• Principles of public speaking• Cracking an interview	<u>Activities :-</u> <ol style="list-style-type: none">1. Effective use of words and tone of voice in spoken & written communication.2. Prepare presentation of 4-5 power point slides.3. Present in front of the group.4. Critique speech delivered by group members.5. Role play (Managing difficult situation)
2	Personal & Professional Values	1 hrs	2 hrs	<ul style="list-style-type: none">• Personal Integrity• Respect for others• Dependability• Positive attitude• Adherence to workplace standards and protocols• Work Ethics• Dress code	<ol style="list-style-type: none">1. Role Play Positive and negative attitude2. Group activities.
3	Stress management and conflict resolution	2 hrs	2 hrs	<ul style="list-style-type: none">• Stress at workplace• Potential sources of stress• Managing stress and emotions at workplace• Approaches to conflict resolution• Time management• Crisis management	Group activities
4	Anger Management	1 hr	1 hr	<ul style="list-style-type: none">• Control of Anger in workplace.• Strategies to control anger	Role Play
5	Interview Skills and Group Discussion	1 hr	1 hr	<ul style="list-style-type: none">• Preparation for an interview• Overcoming nervousness during Interview• Do's & Don's in a group discussion	Group activity