



JSS College of Arts, Commerce and Science
(Autonomous)
Ooty Road, Mysuru
PG Department of Social Work

Optional Value - added Courses of 35 hours, outside the curriculum of the academic programmes _offered

Year 2019-20	
Sl. No	Name of the course
2	Competency Development

Syllabus :

Competency Development - 30 hours

Objectives:

1. Understanding Competencies: Provide participants with a clear understanding of competencies and their importance in personal and professional development.
2. Identification of Key Competencies: Help participants identify and assess the key competencies relevant to their roles, industries, and career aspirations.
3. Skill Gap Analysis: Enable participants to conduct a thorough analysis of their existing skills and competencies and identify areas for improvement or development.
4. Goal Setting: Assist participants in setting clear and achievable competency development goals aligned with their personal and professional objectives.
5. Competency Development Planning: Guide participants in creating personalised competency development plans outlining specific actions, resources, and timelines for skill enhancement.
6. Learning Strategies: Introduce participants to various learning strategies and techniques, including formal training, self-directed learning, mentoring, and peer learning.

Course Outcomes:

1. Enhanced Self-Awareness: Participants will have a better understanding of their strengths, weaknesses, and areas for development, leading to improved self-awareness.
2. Identification of Development Needs: Participants will identify specific competency areas requiring development and prioritise them based on their personal and professional goals.
3. Clear Development Goals: Participants will set clear and measurable competency development goals, aligned with their aspirations and organisational requirements.
4. Effective Development Plans: Participants will create comprehensive competency development plans outlining specific actions, timelines, and resources for skill enhancement.
5. Improved Learning Strategies: Participants will adopt effective learning strategies and techniques to acquire and enhance competencies, resulting in more efficient skill development.

SYLLABUS:

Module 1 : Job Applications, Resume Building, Written Tests, Interview, Group Discussion - 10 hours

Module 2 : Leadership Skills, Team Building, Time Management - 10 hours

Module 3 : Communication Skills, Relationship Skills, Public Speech - 10 hours

Reference:

- a. Jain T.S. & Gupta, 'Interviews and Group Discussions How to Face Them' Upkar Prakashan
- b. Sijwalii B.S. (2012), 'Winning Interviews for Top Jobs', Arihant International
- c. Setch Fiona (2014), 'The Art of Interview Skills', Bookboon.com
- d. Tracy Brian, 'Leadership', Manjul Publishing House Pvt Ltd
- e. 'Public Speaking and Presenting', Harvard Business Review Press
- f. Gray Jim, 'How Leaders Speak', Rupa & Co
- g. Adams Jeff, '7 Essential Skills of Leadership' Continuous Leadership
- h. Dixit Sudhir, (2018), 'Time Management' Arushi Tandon Co Amit Tandon
- i. Bhatnagar Nitin, 'Effective Communication and Soft Skills', Pearson Education India
- j. Simon Peter, (2020), 'Communication Skills', Ramesh Publishing House

ASSESSMENT CRITERIA

Marks	Grade	Remarks
90 and Above	A+	Outstanding
80-89	A	Excellent
70-79	B	Very good
60-69	C	Good
50-59	D	Satisfactory
40-49	E	Pass/Adequate
Below 40	F	Failure