

# SWARNIM STARTUP & INNOVATION UNIVERSITY

## SWARNIM SCIENCE COLLEGE

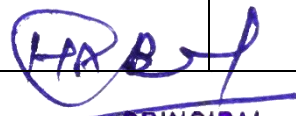
### VALUE ADDED COURSE (VAC)

#### Skill Development for Professionalism-VACSDP

Duration: **30 Hours (15 Sessions, 2 Hours Each)**

Session	Topic	Content	Duration
Session 1	Introduction to Professionalism	Overview of Professionalism, Importance in the Workplace, Key Traits of Professional Behavior	2 hours
Session 2	Communication Skills	Effective Communication, Verbal and Non-Verbal Communication, Listening Skills	2 hours
Session 3	Workplace Etiquette	Professional Behavior in the Workplace, Dress Code, Email and Phone Etiquette	2 hours
Session 4	Time Management	Prioritizing Tasks, Setting Goals, Managing Deadlines, Overcoming Procrastination	2 hours
Session 5	Teamwork and Collaboration	Working Effectively in Teams, Conflict Resolution, Building Team Cohesion	2 hours
Session 6	Leadership and Management Skills	Essential Leadership Traits, Managing Teams, Delegation, Motivation and Inspiration	2 hours
Session 7	Problem-Solving and Decision-Making	Techniques for Effective Problem-Solving, Decision-Making Models, Critical Thinking	2 hours
Session 8	Handling Workplace Stress	Identifying Stressors, Stress Management Techniques, Work-Life Balance	2 hours
Session 9	Professional Development	Continuing Education, Career Advancement, Setting and Achieving Career Goals	2 hours
Session 10	Ethical Behavior and Integrity	Workplace Ethics, Handling Ethical Dilemmas, Importance of Integrity	2 hours
Session 11	Feedback and Self-Assessment	Giving and Receiving Constructive Feedback, Self-Assessment Techniques, Personal Improvement	2 hours
Session 12	Cultural Competence and Diversity	Understanding and Valuing Diversity, Cultural Sensitivity, Inclusive Workplace Practices	2 hours
Session 13	Conflict Resolution and Negotiation	Strategies for Resolving Conflicts, Negotiation Skills, Mediation Techniques	2 hours
Session 14	Building a Professional Network	Networking Strategies, Building Professional Relationships, Leveraging Connections	2 hours



  
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BHOYAN RATHOD, KALOL, GANDHINAGAR.

Session 15	Professional Email Writing	Crafting Effective Emails, Professional Tone and Language, Email Etiquette, Managing Email Correspondence	2 hours
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## Assessments

- **Participation:** Active participation in discussions, interactive sessions, and group activities.



  
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