



# St Aloysius Institute of Technology Jabalpur

## CRT Syllabus 2<sup>nd</sup> Year

### Purpose:-

To enhance holistic development of students and improve their employability skills

### Instructional Objectives:-

1. To develop inter personal skills and be an effective goal oriented team player.
2. To develop professionals with idealistic, practical and moral values.
3. To develop communication and problem solving skills.
4. To re-engineer attitude and understand its influence on behavior.

### UNIT I - Self Analysis

SWOT Analysis, Who am I, Attributes, Importance of Self Confidence, Self Esteem.

### UNIT II - Creativity

Out of box thinking, Lateral Thinking

### UNIT III - Attitude

Factors influencing Attitude, Challenges and lessons from Attitude, Etiquette

### UNIT IV - Motivation

Factors of motivation, Self talk, Intrinsic & Extrinsic Motivators.

### UNIT V - Goal Setting

Wish List, SMART Goals, Blue print for success, Short Term, Long Term, Life Time Goals

### UNIT VI - Time Management:-

Value of time, Diagnosing Time Management, Weekly Planner, To-Do list, Prioritizing work.

### UNIT VII – Extempore

### ASSESSMENT

1. A practical and activity oriented course which has continuous assessment of 75 marks based on Class room interaction, activities etc
2. Extempore – 25 marks

### REFERENCE

1. Covey Sean, Seven Habits of Highly Effective Teens, New York, Fireside Publishers, 1998.
2. Carnegie Dale, How to win Friends and Influence People, New York: Simon & Schuster, 1998.
3. Thomas A Harris, I am ok, You are ok , New York-Harper and Row, 1972
4. Daniel Coleman, Emotional Intelligence, Bantam Book, 2006

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Principal

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Director

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Head Training & Placement