Course Name : Effective Communication – Acing the interview 1	Shoolini University
Course Code :	
Course Instructor : Ashish Khosla, Kuldeep Rojhe	

Hours: 15 teaching + 15 Project

Credits: 2

Course Description: Effective communication means exchanging concepts, ideas and information in a way that the intention of the communicator is met in best possible way. In this course we give you an overview of communication techniques – and practical tips on how to get the best possible result from your job interview – i.e. impressing the job interviewer and helping you get your dream job! Further we are keeping in mind that the future of hiring in the New Normal will depend on online interviews – and may require a fine tuning of perspective.

This course is designed to be the best course for effective communication for acing an interview.

- We provide you insights into communication theory based on the 3 Vs and what hiring managers look for, and how you need to prepare.
- Further we bring industry experts - Senior managers and Human resource experts from different industries to share their perspective on the same.
- What is unique about this course is that this is the only course in the world which uses Artificial Intelligence to evaluate your interview and give you one on one tips on how to improve your communication skills and succeed in your interview.

Course Content:

Unit-A:

1. Key principles of effective communication,
2. Case: the Kennedy Nixon debate
3. Overview of the 3Vs -1
4. How to get started with Siqandar (1.5-hour guest faculty)
5. Tips for the first basic Question

Unit B

1. Understanding details of the 3 Vs
2. How to compose a persuasive message -1 (1.5-hour guest faculty)
3. Components of V- Visual communication
4. Tips of the first questions general interview questions
5. Practicing the first questions and Tips post practice

UNIT C :

1. How to compose a persuasive message -2   (1.5 Hr Guest faculty)
2. Components of V- Vocal communication -2
3. Asking relevant questions
4. Tips for extended questions
5. Practicing the first questions and Tips post practice

UNIT D

1. Components of V- Verbal communication -1
2. Components of V- Vocal communication - 2
3. Giving an online interview – best practices (1.5 hour Guest faculty)
4. Practicing Questions from your specialization (any one from enclosed)
5. Key tips based on practice by students

Project -1 : 10 Questions with Best of 3 attempts each : General Interview   (7.5 hours preparation & practice)

Project-2 : 10 Questions with Best of 3 attempts : Any 1 area of specialization (7.2. hours preparation & practice)

Course Outcomes:

1. Knowledge Outcomes:

At the end of the course, the student should be able to:

- Understand the key principles of effective communication
- Understand the 3 V model of communication
- Understand nuances of individual components of each of the 3 Vs
- Understand to frame a persuasive and compelling argument

2. Skill Outcomes:

At the end of the course, the student should be able to:

- Confidently give an online interview or speech
- Leverage principles of 3 Vs while answering an interview question to influence the interviewer.

Teaching / Assessment Methodology:

- 16 participative lectures to discuss the theoretical concept (8 hours)
- Asynchronous videos/ Lectures on LMS (3 hours)
- 4 In-class lectures with Guest experts (6 hours)
- Completion of 2 Assignments on Siqandar.ai*
- 2 Quizzes based on subject matter
- Exam- mock interview

* - Equivalent of 15 hours

Evaluation:

i.	Attendance	5%
ii.	Class Participation	5%
iii.	Quizzes	15%
iv.	General Assignment	25%
v.	Specialization Assignment	25%
vi.	Exam – Mock interview	25%

Books and Materials:

- Online material from FirstUniv.com

- Interview Preparation: A Practical Guide to Learning Edward Weiser

- The Dictionary of Body Language: A Field Guide… , Joe Navarro

- Presence, by Amy Cuddy

- Cracking the Code to a Successful Interview, by Evan Pellet

- The Art of the Interview, by James Storey