



University of Management and Technology, Lahore
School of Science
Department of Chemistry
Certificate Course

Course Title: Soft Skills for Chemical Industries

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Introduction: Soft skills refer to the personal attributes and non-technical abilities that enable individuals to interact effectively with others. In today's rapidly changing world, soft skills have become increasingly important for individuals to succeed in their professional and personal lives. This course aims to provide participants with an understanding of the importance of soft skills in various industries and equip them with the necessary skills to excel in their careers. It is designed to help individuals in the chemical industry to develop essential communication, collaboration, and problem-solving skills. The course focuses on key soft skills that are crucial for success in today's dynamic and diverse workplaces.

Objectives: The objectives of this course are to:

- Enhance communication skills, both verbal and written, required for effective collaboration within the chemical industry.
- Develop critical thinking and problem-solving skills to identify, analyse and resolve complex issues that arise in the chemical industry.
- Build teamwork and leadership skills that foster a collaborative work environment.
- Improve time management skills to increase productivity and reduce stress.
- Boost emotional intelligence and interpersonal skills to manage workplace relationships effectively.

Learning Outcomes: By the end of the course, participants will be able to:

- Understand the importance of soft skills in various industries
- Communicate effectively with colleagues, clients, and other stakeholders
- Work collaboratively in teams and lead effectively
- Solve problems using critical thinking and creativity



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- Manage time and prioritize tasks effectively
- Develop self-awareness and emotional intelligence

Duration: The course duration is four weeks. Thursday-Saturday 5 pm to 7 pm

Eligibility Criteria: Participants must have completed F.Sc. or equivalent

Course Outline:

Week	Lectures	TOPICS
1	1	Introduction to soft skills and their importance in various industries
	2	Communication skills: verbal and nonverbal, active listening, and feedback
2	1	Teamwork and leadership skills: leadership styles, and conflict resolution
	2	Problem-solving, critical thinking, generating solutions, and decision-making
3	1	Time-management and prioritization: setting goals and delegating tasks
	2	Emotional intelligence: self-awareness, self-regulation, motivation, social skills
4	1	Application of soft skills in real-life situations: case studies and role-plays,
	2	Personal development planning: action plans for the development of soft skills

Evaluation Criteria:

Class Participation/Attendance: 20%
Quizzes: 40%
Assignments: 40%

Recommended Books:

- "The 7 Habits of Highly Effective People" by Stephen Covey
- "Emotional Intelligence 2.0" by Travis Bradberry and Jean Greaves
- "Crucial Conversations" by Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler