

VALUE ADDED COURSES OFFERED IN THE COLLEGE

Course-1 on “LIFE SKILLS FOR YOUTH”



GHULAM AHMED
COLLEGE OF EDUCATION
(THE SULTAN UL ULOOM EDUCATION SOCIETY)
Affiliated to Osmania University
Banjara Hills, Hyderabad 500 034

Offers a Certificate Course in
“LIFE SKILLS FOR YOUTH”

(February to April 2021)

Course Modules

Personality Development
Effective Communication
Group discussions
Time Management
Interview techniques
Email and Resume writing

Resource person : Prof. Shehbaz Ahmed

SYLLABUS “LIFE SKILLS FOR YOUTH”

Unit 1: Concept of Life Skills

- Introduction to Life Skills
- Conceptual Basis of Life Skills: Definition, Need and significance.
- Life Skills Approach in Education and Training

Unit 2: Skills of Self-Management and Empathy

- Self-Awareness (Self Concept, Self Esteem, Self-Image, Techniques for enhancing Self Awareness) and Empathy (Meaning and techniques to enhance empathy)

- Coping with emotions (Meaning of emotions, Expressing emotions, Coping with negative emotions, Cultivating positive emotions)
- Coping with stress (Types of stress, signs and symptoms, strategies to manage stress)

Unit 3: Social skills

- Communication skills (Types of communication, Barriers in communication, Strategies for effective communication, Group Discussion)
- Communication as a skill for career building (Preparing a CV/Resume, Email writing, Interview techniques)
- Interpersonal Skills (Stages of development, Determinants, Maintaining, sustaining and ending a relationship, conflict resolution)

Unit 4: Thinking Skill

- Creative thinking (Process and Strategies for enhancing Creative thinking)
- Critical thinking (Process and Strategies for enhancing Critical thinking)
- Problem Solving (Stages of problem solving, Models of problem solving, Enhancing problem solving skills)
- Decision making (Process, Barriers, Techniques, Decision making in a group)

Unit 5: Life Skills Education in Contemporary times

- Media and Life Skills Development (Influence of Media in Life Skill Development, Use of social media for Life Skill Development)
- Application of Life Skills in day - to - day life
- Life Skills for Adolescents and Youth
- Life skill Education for Teachers



PROF SHEHBAZ AHMED TAKING THE SESSION ON 'LIFE SKILLS FOR YOUTH'



Course-2

on “FOSTERING EFFECTIVE COMMUNICATION SKILLS IN STUDENTS”



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Offers a Certificate Course in
“FOSTERING EFFECTIVE COMMUNICATION SKILLS IN STUDENTS”

(February to April 2021)

Course Highlights

Interactive Classes
Group Activities
Career Guidance by Industry Experts
Course Completion Certificate

Duration : 3 Months

Resource person : Ms. Ashita Waghrey
Ms. Rashida Sham

SYLLABUS

“FOSTERING EFFECTIVE COMMUNICATION SKILLS IN STDENTS”

Unit-1: Communication: An Introduction

- Definition, Nature and Scope of Communication
- Importance and Purpose of Communication
- Process of Communication
- Types of Communication

Unit-2: Non-Verbal Communication

- Personal Appearance
- Gestures
- Postures
- Facial Expression
- Eye Contacts

- Body Language
- Tips for Improving Non-Verbal Communication

Unit-3: Effective Communication

- Essentials of Effective Communication
- Communication Techniques
- Barriers to Communication
- Age of Globalization and the Need for Communicating in English
- Uses of English in academic and non-academic situations in India

Unit-4: Oral Communication Skills

- Asking for and giving information
- Offering and responding to offers
- Requesting and responding to requests
- Congratulating people on their success
- Expressing condolences
- Asking questions and responding politely
- Apologizing and forgiving

Unit-5: Effective Writing Skills

- Main Forms of Written Communication
- Paragraph Writing (Linkage and Cohesion)
- Letter Writing (formal and informal)
- Essay writing
- Notices

Unit-6: Communication as a skill for career building

- Applying for a job
- Preparing Cover letters
- Preparing a CV/Resume and Effective Profiling

Unit-7: Presentation Skills

- Preparing a PowerPoint Presentation
- Greeting and introducing
- Presenting a Paper
- Group Discussions
- Preparing for and Facing a Job Interview



Ms. Rashida Shams seen taking the session for the students.

