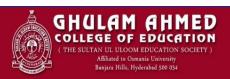
VALUE ADDED COURSES OFFERED IN THE COLLEGE

Course-1

on "LIFE SKILLS FOR YOUTH"



Offers a Certificate Course in "LIFE SKILLS FOR YOUTH"

(Februrary 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 enhancempathy)

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

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

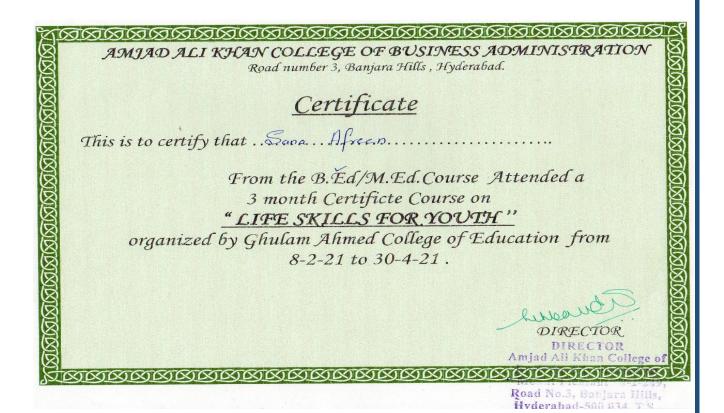
- Creative thinking (Process and Strategies for enhancing Creative thinking)
- Critical thinking (Process and Strategies for enhancing Critical thinking)
- Problem Solving (Stages of problem solving, Models of problem solving, Enhancing problem solving skills)
- Decision making (Process, Barriers, Techniques,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

Unit 5:Life Skills Education in Contemporary times

- Media and Life Skills Development (Influence of Media in Life SkillDevelopment, 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"



Offers a Certificate Course in "FOSTERING EFFECTIVE COMMUNICATION SKILLS IN STUDENTS"

(Februrary 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.

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