

LIFE SKILLS TRAINING

Subject Code: **FC 2702**

Semester: **I (PG)**

Credit: **1**

Category : **FC**

Number of Hours/Wk: **2**

Course Outline:

This programme provides a space for the students to develop self-consciousness, emotional intelligence, spiritual intelligence, and social intelligence. The central focus of this formation programme is intra & inter-personal development. The students will undergo intellectual, emotional, health, spiritual, social, moral, and values-centered formation through which they will be able to develop: life skills, leadership skills and social skills.

Course Objective:

- Know thyself better
- Apply the lived and revealed values of leaders
- Compile the core values of Multiple intelligence
- Practise Personal and Professional Ethics

Unit – I: Constructing Identity

Self Image – Understanding self image – shadows down the lane – self acceptance - **Self Knowledge** – Knowing oneself - **Self confidence** – Guilt and grudges - Power of belief – positive thinking– optimizing confidence - **Self development** – perception, attitude and Behavioural change, developing a healthy and balance personality - **Self esteem** – signs - indicators

Unit – II: Capacity Building

Motivation – Definition, types (Intrinsic and Extrinsic), Theories (Maslow's hierarchical needs, etc), Factors that affect motivation, Challenges to motivation, Strategies to keep motivated, motivational plan. **Time Management Skills**– steps to improve time management, overcoming procrastination, assessing and planning weekly schedule, challenges, goal settings, components of goal settings, consequences of poor time management, control of interruption and distractions.

Communication, public speaking, talents, creativity, learning ,

Unit – III: Professional Skills

-Leadership development skills – difference between leader and manager, different styles and their utilities, functions of leadership, application of knowledge, overcoming from obstacles, influential skills and Leadership qualities. **Application skills** – Managing Career and self-direction, Visionary thinking, formulating

strategies, shaping strategies, building organizations relationships, change management. Project Management Skills, Independent working skills, Writing skills, Public Speaking, analytical Skills, Neo Research and Development. **Problem solving skills** – Process, approaches and its components, creative problem solving, Tools and techniques, application of SMART analysis and barriers to problem solving.

Unit – IV: Life Coping Skills

Life skills – Personal and reproductive Health, love, sex, marriage and family – family life education – Gender Equity - child bearing and Childrearing practices, Geriatric Care - adjustability **Human Relationship** – formal and informal - peer group – friends – same and other gender - family – Colleagues – community – emotional intelligence - **Stress Coping skills** – Definition of stress, strategies to alleviate stress, problem and emotion focused coping, techniques to reduce stress, stress reaction phases, crisis intervention steps, creating positive affirmations, Signs, Symptoms and Reactions of Stress.

Unit – V: Social Skills

Human Rights Education, Understanding Human Rights, International and national mechanisms, protection and preservation of HRs, Human Rights in the context of new, technological and electronic society, **Peace Education**, Social Harmony in the context of religious fundamentalism and fanaticism, Understanding Peace and Justice, Conflict Resolution Strategie

Reference books

1. Healing Your Emotional Self: A Powerful Program to Help You Raise Your Self-Esteem, Quiet Your Inner Critic, and Overcome Your Shame by Beverly Engel
2. Self-knowledge and self-discipline by B. W. Maturin
3. Motivation: Biological, Psychological, and Environmental (3rd Edition) by Lambert Deckers
4. Getting Things Done: The Art of Stress-Free Productivity by David Allen
5. Managerial Skills in Organizations by Chad T. Lewis
6. Social Intelligence: The New Science of Human Relationships by Daniel Goleman