



# NIRMALAGIRI COLLEGE

Re-accredited by NAAC with A Grade (3<sup>rd</sup> Cycle)

Nirmalagiri P.O., Kannur Dt.

Kerala, India – 670701

[www.nirmalagiricollege.ac.in](http://www.nirmalagiricollege.ac.in)

## CERTIFICATE COURSE IN LIFE SKILLS

### RATIONALE FOR THE COURSE

The rapid pace of change and increasing complexities of the present times demand that individuals should be equipped with the skills needed to adapt and flourish in an uncertain world. Life Skills are the psychosocial skills required to deal with the challenges of daily life through adopting positive behavior to deal with change. World Health Organization has identified ten core life skills and emphasized the need for mastering these skills. This course aims to equip students with the skills needed for personal growth and meeting the demands of the 21<sup>st</sup> century.

### OBJECTIVES

To help the learners:

1. To develop an understanding of the fundamentals of life skills.
2. To practice strategies for enhancing core life skills for self.
3. To experience self-awareness and develop ways to face demands and challenges of life.
4. To develop competencies essential for enhancing the employability and hence prepare for career entry.

**Eligibility:** Undergraduate and Post graduate students of any discipline.

**Duration:** 30 hours

**Medium:** English

**Certification:** A certificate of the course will be awarded to all candidates with a minimum of 75% attendance and have successfully completed the online evaluation.

### COURSE STRUCTURE

In the wake of the pandemic, the course will be delivered in the *online mode* through lecture presentations, case studies, assignments and online evaluation.

#### **Module 1: Introduction to Life Skills (2 hours)**

Core Life Skills-WHO and Life Skills Education-Significance of Life skills.

#### **Module 2: Skills of Self Management and Empathy (8 hours)**

Self Awareness-Self Concept-Self Esteem-Self Image-Techniques for enhancing Self Awareness and Empathy-Meaning and techniques to enhance empathy-Attitude-Emotional Intelligence-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.

### **Module 3: Social skills (8 hours)**

Communication skills-Types of communication-Styles of Communication-Barriers in communication-strategies for effective communication-Interpersonal Skills-Maintaining, sustaining and ending a relationship-conflict resolution-Negotiation and Refusal skills-Enhancing negotiation skills-Interpersonal Skills.

### **Module 4: Thinking Skills (4 hours)**

Creative thinking -Process and Strategies for enhancing Creative thinking-Critical thinking - Process and Strategies for enhancing Critical thinking-Lateral Thinking-Problem Solving-Stages of problem solving-Enhancing problem solving skills.

### **Module 5: 21<sup>st</sup> Century Skills. (8 hours)**

Professional Skills-Etiquette-Difference between Bio data, Curriculum Vitae and Resume-Drafting Resume-Interview skills-Types of Interview-Do's and Don'ts-Common errors-Group discussion-Team skills-Networking-Effective presentation-Managerial and Leadership Skills-Time management-Ethics and Integrity.

### **References:**

1. Curriculum For Life Skills (Jeevan Kaushal), 2019, UGC, New Delhi
2. Global Business Foundation Skills (GBFS) <https://www.sscnasscom.com/ssc-projects/capacity-building-and-development/training/gbfs/>

### **Suggested Readings:**

1. Goleman D. (1995). *Emotional Intelligence*. Bloomsbury Publishing India Private Limited
2. Sen Madhucchanda (2010), *An Introduction to Critical Thinking*, Pearson, Delhi
3. Brown, T. (2012). *Change by Design*. Harper Business
4. McCormack M. H. (1986). *What They Don't Teach You at Harvard Business School: Notes From A Street-Smart Executive*. RHUS

### **E-Resources:**

1. Knowledge@Wharton Interviews Former Indian President APJ Abdul Kalam - ."A Leader Should Know How to Manage Failure" <https://www.youtube.com/watch?v=laGZaS4sdeU>
2. *How to Build Your Creative Confidence*, Ted Talk by David Kelly - [https://www.ted.com/talks/david\\_kelley\\_how\\_to\\_build\\_your\\_creative\\_confidence](https://www.ted.com/talks/david_kelley_how_to_build_your_creative_confidence)
3. NPTEL Course on Leadership - <https://nptel.ac.in/courses/122105021/9>