

<b>TITLE</b>	<b>: LIFE SKILL</b>
<b>COURSE CODE</b>	<b>: 2009</b>
<b>COURSE CATEGORY</b>	<b>: C</b>
<b>PERIODS/ WEEK</b>	<b>: 2</b>
<b>PERIODS/ SEMESTER</b>	<b>: 30</b>
<b>CREDIT</b>	<b>: 2</b>

**COURSE OUTCOME:-**

Providing direction for the next generation and equipping them for successful living.

**Specific Outcome:**

- \* To make students aware of their thinking styles and to enable them to convert thinking into performance
- \* To make students learn and practice the steps involved in time management
- \* To give training for positive thinking which will keep the students in a good stead at the time of crisis.
- \* To translate performance of skills into efficient habits
- \* To make students understand the concept and components of personality, thereby to apply the acquired knowledge to themselves and to march towards excellence in their respective academic careers.
- \* To bring out creativity and other latent talents with proper goal setting so that self-esteem gets enhanced.
- \* To train students in order to ground concepts/ideas in their own experience
- \* To give inputs on some of the important interpersonal skills such as group decision-making, negotiation and leadership skills.
- Introduce the basic concepts of body language for conflict management.
- \* To enable students to convert the conceptual understanding of communication into everyday practice.
- \* To help students understand the mechanism of stress particularly negative emotions such as anxiety, anger and depression for effective management.

### TIME SCHEDULE

MODULE	TOPIC	PERIODS
I	Self Awareness and Empathy Logical Thinking and Creative Thinking	8
II	Decision Making And Problem Solving	6
III	Effective Communication	8
IV	Inter Personal Relations Coping with Stress and Emotion	8
<b>TOTAL</b>		<b>30</b>

#### **MODULE - I - Self Awareness and Empathy**

##### **Logical Thinking and Creative Thinking**

Self Concept – SWOT Analysis – Self Growth – Goal Setting – Time Management - Personal Well Being – Empathy – Understanding –Empathy Acknowledgement – Psychological Hug – Empathetic Language – Thinking – Process, types and components – Learning – creativity – Creative Problem Solving Right and left Brain thinking – Generative thinking techniques – Synthesis – Thinking outside the box – Lateral thinking – Risk taking

#### **MODULE - II Decision Making and Problem Solving**

Factors influencing Decision making – Values and Ethics – Emotional and physical considerations – Role conflict – Decision Making methods – Problem Solving – Process – Steps – Establishing frameworks, Analysing, evaluating options, and implementing solutions – Problem solving techniques

#### **MODULE - III Effective Communication**

Importance – Benefits – Levels/Dimensions - Barriers – Types – LRSW – Oral Communication – Non verbal communication, Body Language – Written Communication

#### **MODULE - IV Interpersonal Relationship - Coping with Stress and Coping with Emotion**

Nature - Factors influencing IPR – Trust – Strategies – Johari Window – Transactional Analysis – Team work – Assertive communication

Stress – Nature, types – Personality and stress – Managing stress – Relaxation techniques – Improving attitudes – Emotions - Emotional competence – Components – Promoting EI – Anger Management

#### **Text Books:**

1. Barun K Mitra (Oxford) - Personality Development and Soft Skills
2. Gopaldaswamy Ramesh & Mahadevan Ramesh (Pearson) - The ACE of Soft Skills Attitude, Communication and Etiquette for Success