

DEPARTMENT OF ENGLISH				Certificate Course				
Sem	Course Type	Course Code	Course Title	Credits	Total Contact Hours	CIA	Ext	Total
	Certificate Course		Life Skills	2	30	50	50	100

Course Objectives:
<ul style="list-style-type: none"> <li>➤ To develop understanding into the fundamentals of life skills.</li> <li>➤ To describe genesis of concept of life skill education.</li> <li>➤ To identify the pillars of education and life skills.</li> </ul>

Unit	Course Contents	Hours
<b>1</b>	CONCEPT OF LIFE SKILLS a) Introducing life skills b) Life skills, survival skills and livelihood skills c) Models of life skill.	6 hrs.
<b>2</b>	SELF- MANAGEMENT a) Empathy b) Self-awareness, self-concept, self-esteem c) Expressing emotions d) Inculcating positive emotions.	6 hrs.
<b>3</b>	STRESS MANAGEMENT a) Defining stress b) Types of stress c) Signs and symptoms of stress d) Strategies to manage stress	6 hrs.
<b>4</b>	SOCIAL SKILLS a) Communication skills - Barriers in communication strategy for effective communication b) Group and team dynamic thinking c) Problem solving d) Managing team performance and managing conflict e) Personal etiquettes	6 hrs.
<b>5</b>	LEADERSHIP a) Leadership framework b) Growing as a leader c) Crisis management d) Effective leaders.	6 hrs.

**Textbook:**

1. Hasson, Gill. *“Brilliant Communication Skills”*. Pearson Education, 2012.
2. Hughes, Shirley. *“Professional Presentation: A Guide to the Preparation and Performance of Successful Business Presentation”*. McGraw- Hill, 1990.

**Reference Books:**

1. Adair, John. “*Effective Communication*”. Pan MacMillan Ltd, 2003.
2. Collins, Patrick. “*Speak with Power and Confidence*”. Sterling, 2009.
3. Love, Nicholas. “*Pathfinder: How to Choose or Change Your Career for a Lifetime of satisfaction or Success*”. Touchstone Books, 2012.
4. Raman, Meenakshi and Sangeeta Sharma. *Technical Communication: Principles and Practice*”. Second Edition. Oxford University Press, 2011.

**Website References:**

- <http://networketiquette.net/>
- [http://users3.ev1.net/~pamthompson/body\\_language.htm](http://users3.ev1.net/~pamthompson/body_language.htm)

**COURSE DESIGNER:** MS. R. KALYANI