

**SACRED HEART COLLEGE, THEVARA**

**ADD-ON COURSE**

**LIFE MANAGEMENT AND EMPLOYABILITY ENHANCEMENT**

HOURS 36

2 CREDITS

**COURSE OBJECTIVES**

Upon completion of this course the participants will be able:

- To develop Self awareness and Self confidence
- To enhance their communication competence
- To cop up with Stress in life
- To inculcate problem solving skills
- To enhance Creative Thinking
- To instil leadership qualities
- To empower themselves with team dynamics and social skills
- To have a positive mental attitude
- To be socially committed by being empathetic and compassionate towards fellow human beings
- To Face interviews and Group discussions

**COURSE DESCRIPTION:**

This 36 hours course is designed to help the participants to deal with the difficulties of daily life by creating in them a positive mental attitude. The participants will be acquiring basic Life Skills to cop up with stressful situations of life. The course will introduce them ten core life skills identified by UNESCO. They will be enhanced with basic skills to face interviews and group discussions which are important gateways to attaining a job. Instructional material focuses on communication skills and relationships, working with others, avoiding and/or resolving conflict, decision making, creative thinking and how they can contribute to the society. After the course the participants will come out with their mental and spiritual muscles strengthened. The course is designed as collaborative learning which includes group activities, games, discussions thorough which the needs of every individual participant will be catered sufficiently.

**Module 1- Developing an Identity and Emotional intelligence (12 hrs)**

This module caters the Life skills such as Self awareness, Coping with Stress and Coping with emotion. Self – awareness helps to understand one self and establish the personal identity as a unique individual with a purpose of life. Lack of positive self image prevents one from effectively exploring the potential and establishing a positive image and sound career

perspective. Emotional intelligence is the capacity to be aware of, control, and express one's emotions, and to handle interpersonal relationships judiciously and empathetically.

### **Module 2- Thinking Skills Problem Solving Skills (12 hrs)**

This module deals with 'Thinking skills' such as Critical thinking, Creative thinking, Decision making and Problem solving. Critical thinking is an ability to analyze information and experiences in an objective manner. Creative thinking is a novel way of seeing or doing things that is characteristic of four components – fluency (generating new ideas), flexibility (shifting perspective easily), originality (conceiving of something new), and elaboration (building on other ideas). Decision Making skills helps us to deal constructively with decisions about our lives. Problem solving skills helps us to deal constructively with problems in our lives.

### **Module 3- Social Skills / Interpersonal Skills (12 hrs)**

This module focuses on Social skills such as Effective Communication, Empathy, and Interpersonal Relationships. These skills help us to relate in positive ways with the people we interact with. This may mean being able to make and keep friendly relationships, which can be of great importance to our mental and social well-being. It may mean keeping, good relations with family members, which are an important source of social support.

### **Assessment Methods**

The participants will be given a course certificate based on their individual performance in the group activities, interview and GD test and aptitude tests.

### **Recommended Reading**

1. *Seven Habits of Highly Effective people*: Stephen R Covey
2. *Better than Before: Mastering the Habits of Our Everyday Lives*: Gretchen Rubin
3. *How to Win Friends and Influence People*: Dale Carnegie
4. *Who Moved My Cheese*: Spenser Johnson
5. *When to Speak and When to Shut Up*: Michael D. Sedler