

SYLLABUS FOR ADD ON COURSE

COURSE NAME: LIFE SKILLS

COURSE DURATION: 30 HOURS

1. Communication Skills- Types of Communications, Networking with people, Public Speaking.
2. Professional Skills – A) Career Skills, Résumé Skills, Interview Skills, Group Discussion Skills, Exploring Career Opportunities. B) Team Skills- Presentation Skills, Trust and Collaboration, Listening as a Team Skill, Brainstorming
3. Leadership and Management Skills- A) Leadership Skills- Decision Making, Problem solving, strategic thinking. B) Managerial Skills- Planning, Time Management, Conflict resolution, Motivation, Team-Building,
4. Entrepreneurial Skills- Types, Opportunity Identification, Business Idea Generation, Business Management, Legal Aspects.
5. Ethics and Integrity- Concept, Organisation and Corporate ethics, Contemporary Ethical Issues, Personal and Professional integrity, Ethics in Governance and public service.
6. Managing Personal Finance- Foundational concepts of personal finance, Saving and Investment Opportunities, Major Financial decisions of Life, Mobile and NET Banking, Financial Scams and fraud, Consumer Protection.
7. Emotional intelligence & stress management: Concept of EI, Components of EI, EI at Workplace, Measuring EI, Defining Stress, Types of Stress & Coping Mechanism, Stress and mental well being,