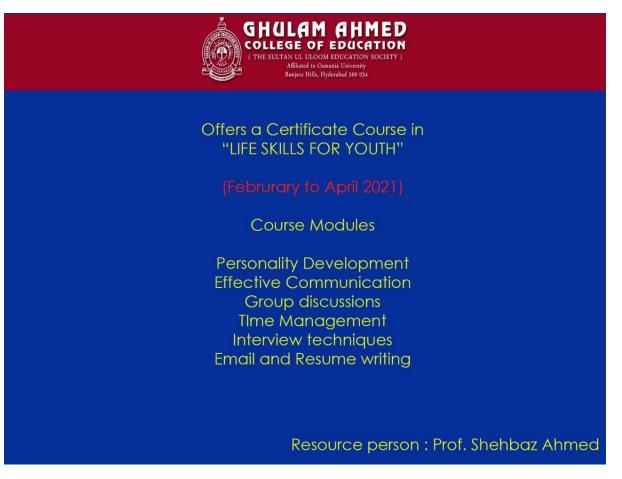
## VALUE ADDED COURSES OFFERED IN THE COLLEGE

# Course-1

### **ON** "LIFE SKILLS FOR YOUTH"



## **SYLLABUS** "LIFE SKILLS FOR YOUTH"

Unit 1: Concept of Life Skills

- Introduction to Life Skills
- Conceptual Basis of Life Skills: Definition, Need and significance.
- Life Skills Approach in Education and Training

Unit 2: Skills of Self-Management and Empathy

• Self-Awareness (Self Concept, Self Esteem, Self-Image, Techniques for enhancing Self Awareness) and Empathy (Meaning and techniques to enhanceempathy)

- Coping with emotions (Meaning of emotions, Expressing emotions, Coping withnegative emotions, Cultivating positive emotions)
- Coping with stress (Types of stress, signs and symptoms, strategies to managestress)

Unit 3: Social skills

- Communication skills (Types of communication, Barriers in communication, Strategies for effective communication, Group Discussion)
- Communication as a skill for career building (Preparing a CV/Resume, Email writing, Interview techniques)
- Interpersonal Skills (Stages of development, Determinants, Maintaining, sustaining and ending a relationship, conflict resolution)

Unit 4: Thinking Skill

- Creative thinking (Process and Strategies for enhancing Creative thinking)
- Critical thinking (Process and Strategies for enhancing Critical thinking)
- Problem Solving (Stages of problem solving, Models of problem solving, Enhancing problem solving skills)
- Decision making (Process, Barriers, Techniques, Decision making in a group)

Unit 5:Life Skills Education in Contemporary times

- Media and Life Skills Development (Influence of Media in Life SkillDevelopment,Use of social media for Life Skill Development)
- Application of Life Skills in day to- day life
- Life Skills for Adolescents and Youth
- Life skill Education for Teachers

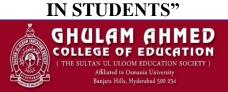


PROF SHEHBAZ AHMED TAKING THE SESSION ON 'LIFE SKILLS FOR YOUTH'

I A A A A A A A A A A A A A A A A A A A	
AMJAD ALI KHAN COLLEGE OF BUSINESS ADMINISTRATION Road number 3, Banjara Hills , Hyderabad.	
Certificate	
	f
This is to certify that Dave Hfree.n	ł
From the B.Ed/M.Ed.Course Attended a	
8-2-21 to 30-4-21.	
huberto	
DIRECTOR	
A Conege of the	1
Road No.3, Babjara Hills. Hyderabad-500 034 T S	0
	Road number 3, Banjara Hills, Hyderabad. <u>Certificate</u> This is to certify thatSava Afree.p From the B. Ed/M.Ed. Course Attended a 3 month Certificte Course on <u>"LIFE SKILLS FOR YOUTH "</u> organized by Ghulam Ahmed College of Education from 8-2-21 to 30-4-21. <u>DIRECTOR</u> <u>DIRECTOR</u> <u>Milad Ali Khan College of</u> <u>SCINCICICICICICICICICICICICICICICICICICI</u>

# Course-2

## **ON** "FOSTERING EFFECTIVE COMMUNICATION SKILLS



#### Offers a Certificate Course in "FOSTERING EFFECTIVE COMMUNICATION SKILLS IN STUDENTS"

(Februrary to April 2021)

Course Highlights

Interactive Classes Group Activities Career Guidance by Industry Experts Course Completion Certificate

Duration : 3 Months

Resource person : Ms. Ashita Waghrey Ms. Rashida Sham

## **SYLLABUS**

#### **"FOSTERING EFFECTIVE COMMUNICATION SKILLS IN STDENTS"**

Unit-1: Communication: An Introduction

- Definition, Nature and Scope of Communication
- Importance and Purpose of Communication
- Process of Communication
- > Types of Communication

#### Unit-2: Non-Verbal Communication

- Personal Appearance
- ➤ Gestures
- > Postures
- Facial Expression
- Eye Contacts

- Body Language
- Tips for Improving Non-Verbal Communication

#### Unit-3: Effective Communication

- Essentials of Effective Communication
- Communication Techniques
- Barriers to Communication
- > Age of Globalization and the Need for Communicating in English
- Uses of English in academic and non-academic situations in India

#### Unit-4: Oral Communication Skills

- Asking for and giving information
- Offering and responding to offers
- Requesting and responding to requests
- Congratulating people on their success
- Expressing condolences
- Asking questions and responding politely
- Apologizing and forgiving

#### Unit-5: Effective Writing Skills

- Main Forms of Written Communication
- Paragraph Writing (Linkage and Cohesion)
- Letter Writing (formal and informal)
- Essay writing
- > Notices

#### Unit-6: Communication as a skill for career building

- ➢ Applying for a job
- Preparing Cover letters
- Preparing a CV/Resume and Effective Profiling

#### Unit-7: Presentation Skills

- Preparing a PowerPoint Presentation
- Greeting and introducing
- Presenting a Paper
- Group Discussions
- Preparing for and Facing a Job Interview



Ms. Rashida Shams seen taking the session for the students.

