

**Department of Psychology****GENERIC/OPEN ELECTIVE COURSE (GE/OE) - LIFE SKILLS-I****SEMESTER- I**

Course Code & Title	Credits	Credit distribution of the course	
		Lecture	Practical
<b>PY-OE-01T</b> Life Skills-I	4	4	--

**SEMESTER- II**

Course Code & Title	Credits	Credit distribution of the course	
		Lecture	Practical
<b>PY-OE-02T</b> Life Skills-II	4	4	---

**GENERIC/OPEN ELECTIVE COURSE (GE/OE) - LIFE SKILLS-I**

Course Code & Title	Credits	Credit distribution of the course	
		Lecture	Practical
<b>PY-OE-01T</b> <b>Life Skills-I</b>	<b>4</b>	<b>4</b>	<b>--</b>

**Objectives of the Course:**

The objectives of the course are:

1. To explore the concept of life skills in day-to-day life.
2. To know the life skills used by the participants in their day-to-day life.
3. To learn about the importance of life skills in our lives.
4. To know about the essential skills required for a healthy life

**Learning Outcomes:**

At the end of the course, learners are expected to have:

1. Developed optimally and holistically as an individual as appropriate within the developmental stage
2. Acquired the knowledge, skills and understanding needed by individuals to manage their environment
3. Developed daily living skills, personal-social and occupational skills
4. Developed critical thinking, problem solving skills, individual initiative, interpersonal and enquiring skills

**Course Contents****Unit I: Introduction to Life Skills****15 Clock Hours**

- 1.1 Definition and Meaning of life Skills
- 1.2 Importance of Life Skills
- 1.3 Essential Skills
- 1.4 Life Skills for healthy life
- 1.5 Application: How to use the life skills for a successful life?

**UNIT II: Self-awareness****15 Clock Hours**

- 2.1 Stress management
- 2.2 Emotional regulation
- 2.3 Positive thinking
- 2.4 Self-esteem
- 2.5 life skills for better life

**Unit III: Interpersonal Skills****15 Clock Hours**

- 3.1 Empathy
- 3.2 Listening skills
- 3.3 Interpersonal effectiveness
- 3.4 Handling disputes and managing relation- ships
- 3.5 Confident communication

**UNIT IV: Thinking Skills****15 Clock Hours**

- 4.1 Goal setting
- 4.2 Decision making
- 4.3 Problem solving
- 4.4 Critical and creative thinking
- 4.5 Executive function skills
- 4.6 Resilience (bouncing back from ad-versity)

**Readings Books:**

- Butterfield Jeff (2011), “*Soft Skills for Everyone*”, Cengage Learning India Pvt Ltd; 1 edition.
- Caruso, D. R. and Salovey P, (2004) “*The Emotionally Intelligent Manager: How to Develop and Use the Four Key Emotional Skills of Leadership*”, John Wiley & Sons.
- Daniel Goleman (1995). *Emotional Intelligence*. Bantom books.
- E.G Parameswaran, C. Beena (2002). *An Invitation to Psychology*. Neelkamal Publications.

- Lewis, M. & Haviland-Jones. J.M (2000). *Handbook of Emotions*. (2<sup>nd</sup> ed). New York: Guildford.
- Lorraine Bell, (2003). *Managing Intense Emotions and Overcoming Self-Destructive Habits*. Hove:New York.
- Norman L. Munn, L. Dodge Fernald. J R., Peter S. Fernald. (1967). *Introduction to Psychology*. Oxford & IBH Publishing co., 328-355.
- Prajapati, R., Sharma, B., & Sharma, D. (2017). *Significance of life skills education. Contemporary Issues in Education Research (CIER)*, 10(1), 1-6.
- Rowan, K. E. (2003). *Informing and explaining skills: Theory and research on informative communication. In Handbook of communication and social interaction skills* (pp. 421-456). Routledge.
- Sandura K. Ciccarelli & Glenn E. Meyer (2007). *Psychology*. Pashupati Printers.
- Tonu Malim & Ann Birch (1998). *Introductory Psychology*. Macmillan Press, London.

**GENERIC/OPEN ELECTIVE COURSE (GE/OE) - LIFE SKILLS-II**

Course Code & Title	Credits	Credit distribution of the course	
		Lecture	Practical
<b>PY-OE-02T</b> <b>Life Skills-II</b>	<b>4</b>	<b>4</b>	<b>---</b>

**Objectives of the Course:**

The objectives of the course are:

1. To enhance one's ability to be fully self-aware by helping oneself to overcome all fears and insecurities and to grow fully from inside out and outside in.
2. To increase one's knowledge and awareness of emotional competency and emotional intelligence at place of study/work.
3. To provide opportunity for realizing one's potential through practical experience.
4. To develop interpersonal skills and adopt good leadership behaviour for empowerment of self and others.
5. To set appropriate goals, manage stress and time effectively.

**Learning Outcomes:**

At the end of the course learners will be able to:

1. Gain Self Competency and Confidence
2. Practice Emotional Competency
3. Gain Intellectual Competency
4. Gain an edge through Professional Competency
5. Aim for a high sense of Social Competency

**Course Content****Unit I: Communication Skills****15 Clock Hours**

- 1.1 Meaning and Need of life Skills
- 1.2 Listening: Techniques of effective listening and Barriers to listening
- 1.3 Speaking: Pronunciation, Vocabulary and Fluency
- 1.4 Reading: Techniques of effective reading
- 1.5 Digital Literacy: Role of Digital literacy in professional life
- 1.6 Effective use of Social Media
- 1.7 Non-verbal communication

**Unit II: Professional Skills****15 Clock Hours**

- 2.1 Resume Skills: Preparation and Presentation
- 2.2 Interview Skills: Preparation and Presentation
- 2.3 Group Discussion Skills: Meaning and methods of Group Discussion
- 2.4 Exploring Career Opportunities: Knowing yourself – personal characteristics
- 2.5 Knowledge about the world of work, requirements of jobs including self-employment.

**Unit III: Leadership and Management Skills****15 Clock Hours**

- 3.1 Understanding Leadership and its Importance
- 3.2 Basic Leadership Skills
- 3.3 Innovative Leadership
- 3.4 Concept of Emotional and Social Intelligence
- 3.5 Social and Cultural Etiquette

**Unit IV: Universal Human Values****15 Clock Hours**

- 4.1 Love and Compassion
- 4.2 Truth: What is truth? Universal truth, truth as value, truth as fact (veracity, sincerity, honesty among others)
- 4.3 Non-Violence: What is non-violence? Its need. Love, compassion, empathy sympathy for others as pre-requisites for non-violence
- 4.4 Service: What is service? Forms of service, for self, parents, family, friend, spouse, community, nation, humanity and other beings—living and non-living, persons in distress or disaster.
- 4.5 Renunciation (Sacrifice): What is renunciation? Renunciation and sacrifice. Self-restrain and Ways of overcoming greed. Renunciation with action as true renunciation

**Readings Books:**

- Ghosh, Sri Aurobindo. 1998. *The Foundations of Indian Culture*. Pondicherry: Sri Aurobindo Ashram
- Goleman D. (1995). *Emotional Intelligence*. Bloomsbury Publishing India Private Limited

- Joshi Rokeach (1973). *The Nature of Human Values*. New York: The Free Press
- Kalam A. A. (2003). *Ignited Minds: Unleashing the Power within India*. Penguin Books India
- Kelly T., Kelly D. (2014). *Creative Confidence: Unleashing the Creative Potential within Us All*. William Collins
- Patra, Avinash (2012), *The Spiritual Life and Culture of India*, Oxford University Press
- Sen Madhucchanda (2010), *An Introduction to Critical Thinking*, Pearson publication, Delhi
- Silvia P. J. (2007), *How to Read a Lot*, American Psychological Association, Washington DC
- Shantikumar Ghosh (2004), *Universal Values*. The Ramakrishna Mission, Kolkata