

CENTRE FOR LIFE SKILLS AND SOFT SKILLS

23CLAEEC02

CERTIFICATE COURSE IN PROFESSIONAL SKILLS

COURSE DURATION – 1 SEMESTER

Credits: 4

Theory: 2 Credits

Practical: 2 Credits

Course Code	23CLAEEC02	Course Credits	L:2 T:0 P:2
Max. Marks	Theory: 50 (Internal: 15. External:35) Practical: 50 (Internal: 15. External:35)	Time of end term examination	3 Hours

Note: This Course is in accordance with UGC Curriculum and Guidelines for Life Skills (Jeevan Kaushal) 2.0

Learning Objectives:

This course aims to help learners:

- Enhanced Résumé Skills
- Confident Interview Skills & Group Discussion Skills
- Exploring Career Opportunities
- Develop Team Skills

Learning Outcomes:

Upon completion of the course, participants will demonstrate

- Preparing a good résumé considering all essential components without error.
- Script responses to typical interview questions and Critique the performance of a few simulated interviews.
- Explore sources of career opportunities (online/offline), Identify career opportunities in consideration of their own potential and aspirations.
- Effective Team Skills

Unit – I Résumé Skills & Interview Skills

Résumé Skills: Preparation and Presentation, Introduction of Résumé and Related Terms; Importance of Preparing a Good Résumé; Difference between a CV, Résumé, and Bio data; Essential Components of a Good Résumé; Résumé Skills: Common Errors; Common Errors; Guidelines for Résumé Preparation

Interview Skills: Preparation and Presentation; Meaning of Interview; Types of Interview; STAR Approach for Facing an Interview; Interview Procedure, Do's and Don'ts, Important

Questions Generally Asked in a Job Interview; **Interview Skills:** Common Errors, Common Errors, Interview Questions for Assessing Strengths and Weaknesses; **Simulation** Job Simulation Formats, Comment Critically on Simulated Interviews; Demonstrate an Ideal Interview

Unit – II Group Discussion Skills & Exploring Career Opportunities

Meaning and Importance of Group Discussion (GD) Meaning of a Group Discussion, Importance of a Group Discussion, Types of Group Discussions. Procedure of a Group Discussion, Methodology, Ground Rules, Stages of group formations, Evaluation of Group Discussion; Group Discussion: Common Errors; Group Discussion: Simulation

Process of Career Exploration: Knowing Yourself — Personal Characteristics, Knowledge about the World of Work, Requirements of Jobs Including Self-employment.; Sources of Career Information; Preparing for a Career Based on Potentials of Learners and Availability of Opportunities

Unit – III Team Skills -1

Cognitive and Non-Cognitive Skills: Cognitive Skills: Meaning, types of cognitive skills, and Strategies. Critical Thinking Skills.; Problem-solving Skills; Ability to Learn.

Non-cognitive Skills: Meaning, Types of Non-Cognitive skills and Strategies; Empathy; Teamwork; Creativity; Collaboration; Resilience; Interpersonal Skills; Perseverance; Self Control; Social Skill; Peer Pressure; Stress and Stress Management

Presentation Skills: Presentation: Meaning and Types - Meaning of Presentation; Types of Presentations, Presentation for Internal and External Communication, Presentation Strategies, Ways to Improve Presentation Skills over Time

Trust and Collaboration: Explain the importance of trust in creating a collaborative team, Definition of Trust, Importance of Trust in Creating a Collaborative Team, Strategies to Build Trust with Employees, Criteria for Evaluation of Trust and Collaboration in Teams, Agree to Disagree and Disagree to Agree – Spirit of Teamwork; Understanding Fear of Being Judged and Strategies to Overcome Fear; Understanding the Fear of Being Judged; Signs and Symptoms of Social Anxiety Disorder; Strategies to Overcome Fear or Social Anxiety

Unit – IV Team Skills - II

Listening As a Team Skill: Listening Skill, Advantages of Effective Listening Skills, Types of Listening, Listening as a Team Member and Team Leader, Listening as a Team Leader, Listening as a Team Member, Improving Listening Skills, Uses of Active Listening Strategies to Encourage Sharing of Ideas, The Importance of Active Listening in the Workplace, Strategies for Improving Active Listening Skills to Encourage Sharing of Ideas

Brainstorming: Brainstorming as a Technique to Promote Idea Generation; Brainstorming: The Meaning and Process, Procedure for Conducting Brainstorming, Importance of Using the Brainstorming Technique, Types of Brainstorming, Learning and Showcasing the Principles of Documentation of Team Session Outcomes

Social and Cultural Etiquette: Etiquette: Meaning, Need for Effective Interpersonal Relationships, Aspects of Social and Cultural/Corporate Etiquette in Promoting Teamwork, Social Etiquette, Cultural Etiquette and its role in promoting teamwork,

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Corporate/Professional Etiquette.

Internal Communication: Internal Communication: Meaning and Need, Meaning, Need for Internal Communication, Use of Various Channels of Transmitting Information to Team Members including Digital and Physical

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