

JEEVAN KAUSHAL - CURRICULUM FOR LIFE SKILLS



**ALL SAINTS' COLLEGE
UNIVERSITY OF KERALA,
THIRUVANANTHAPURAM**

CURRICULUM FOR LIFE SKILLS (JEEVAN KAUSHAL)

1. COMMUNICATION SKILLS

Module 1: 4hrs

Listening-

- Listening activities to recognize and understand the nuances of the language are to be included

Module 2: 6hrs

Speaking-

- Include restricted and free speaking sessions
- Include activities to improve fluency, vocabulary, grammar and pronunciation

Module 3: 3hrs

Reading -

- Include passages incorporating the senses
- Encourage reading passages aloud and verbalizing questions

Module 4: 4hrs

Writing –

- Give writing practices and engage in different modes of writing

Module 5: 4hrs

Digital literacy –

- Imparting practical skills in using technology to access, manage, manipulate and create information in an ethical and sustainable way

Module 6: 4hrs

Effective Use of Social Media –

Include Social networking tools to benefit from online tutorials and resources

Module 7: 5hrs

Non-Verbal Communication-

- to enable learners to practice and produce aspects of non-verbal communication

2. PROFESSIONAL SKILLS

A. Career Skills

Module 1 Resume Skills: 3 hrs

- ‘Resume Writing’ to be included under the Career Guidance cell of the college, so as to familiarise the students with different facets of Functional English.
- An interactive session on ‘Effective Resume Writing’ to be conducted for aiding students acquire the cutting edge strategies for impressive self- promotion.
- Students to be encouraged to create digital resumes that highlight their activities, academic success and qualities collating to the future careers.

Module 2 Interview Skills: 5 hrs

- A video- based session on ‘Interview Preparation Strategies ’to be initiated for equipping students with knowledge and technical skill to effectively tackle an interview process.
- A mock interview session will be conducted in which students simulate interviewing for a job.

Module 3 Group Discussion Skills: 4 hrs

- To develop interpersonal skills and effective articulation of ideas, periodic panel discussions will be conducted.
- Group discussions to be made a part of curriculum to facilitate language proficiency, confidence building and content comprehension.

Module 4 Exploring Career Opportunities: 3 hrs

- Organise regular invited talks by career experts to provide guidance and information for students in shaping their future careers.
- Aptitude tests to be conducted for helping students identify their latent aptitudes and channelize them towards their dream careers.

B. Team Skills

Module 1 Presentation Skill: 5 hrs

Online Presentation skill focuses on information rather than performance, so it should be effective, if it is to be included as a part of our curriculum.

- Effective delivery and presence can help get a message across and influence the students in a memorable way through the presentation
- It also equips students with a confidence that persists in every aspect of their learning process
- Develop the skills needed to present effectively
- It provides the students powerful insight to create their own strengths and weaknesses as a communicator while engaging in online presentations
- It is also a good method for students to practise all language system areas including vocabulary, grammar, discourse and phonology and skills related to speaking, reading, writing, listening etc
- It also builds self-confidence among students

Module 2 Trust and Collaboration: 2 hrs

- It helps the students to boost their confidence and self-esteem.
- Students can work and learn together
- It also improves social skills in students, that also will lead to create relationships with others
- Through Trust and collaboration, students can work in groups (Virtual) so as to understand the concept.
- Students can engage with others to ask for information, evaluate their ideas and monitor their work together

Module 3 Listening as a team skill: 2 hrs

- Listening as a team skill will help the students to develop soft skills like problem solving, leadership and teamwork
- It reduces tension and stress among students

- It also builds stronger relationship among students by creating a desire to co-operate among students, because they feel acceptance and acknowledged.
- It creates acceptance and openness among students
- It helps in learning and increases one's understanding

Module 4 Brainstorming: 2 hrs

- It allows students to think more freely, without fear of judgments
- It encourages open and ongoing collaboration to solve problems and generate innovative ideas with the support of online technologies.
- It provides a quick means for tapping the creativity of a limited number of people for a large number of ideas.

Module 5 Social and cultural Etiquettes: 2 hrs

- It helps the students to show respect and consideration to others
- It fosters dignity
- It provides the students with the skill to appear courteous, confident and comfortable at all times.

Module 6 Internal Communication: 2 hrs

- It develops effective communication among students
- It creates safe, encouraging environments in which students feel free to share their ideas.
- Internal communications strategy can help the students feel valued.

3. LEADERSHIP AND MANAGEMENT SKILLS

Leaders are foundations of the society, who show path to others and transform into inspirational role models, affecting social life vividly. It is highly essential to cultivate and nurture the innate leadership skills of the youth, so that they can transform challenges into opportunities and become torch bearers of the future by developing creative solutions. Theoretical aspect of developing leadership and management skill is already included in the syllabus of B.Com, which can also be included in other streams.

Module 1 Leadership skills: 6 hrs

- Workshops are a great way to introduce people to the different facets of leadership, so this could be an open invitation to all students or those who may have recently moved into leadership roles, such as club secretaries or orientation leaders.

Learning objectives:-

- During the workshop, students will have identified times when they observed leadership.
- During the workshop, students will discuss the pros and cons of each leadership style theory.
- Retreats are usually more intensive, you'll want to invite students who are already in leadership positions such as organization presidents, peer leaders, mentors, and RAs.

Learning objectives:-

- By the end of the retreat, the students will be able to evaluate the effectiveness of various styles of leadership.
- By the end of the retreat, the students will have created a plan for how they can develop their leadership skills.

Module 2 Managerial skills: 6 hrs

- Teach Management Styles- Allow students to spend some time researching different leadership styles and determine which one they identify with the most - this will help them to recognize their strengths and potential weaknesses as a manager. The best managers know how to tap into these strengths, and how to draw on other management styles to compensate for areas of weakness.
- Training Programmes- It must cover very specific topics such as critical thinking or be more broader, giving an overview of a topic area such as general management skills.

Module 3 Entrepreneurial Skill 6 hrs

- Formation of Clubs: Entrepreneur Development club should be formed at department level to inculcate entrepreneurial skills of the students. At least one product should be developed and marketed.
- Get involved with other entrepreneurs - Whether it's attending entrepreneurial events, conferences, seminars or meetups; spending time with other entrepreneurs will help students to grow their entrepreneurial skills.

Module 4 Innovative leadership and design thinking: 6 hrs

- Training on technology: Moura Quayle, the author of *Designed Leadership*, says, "Great leaders aspire to manage 'by design', with a sense of purpose and foresight. Lessons learned from the world of design when applied to management, can turn leaders into collaborative, creative, deliberate, and accountable visionaries.
- Competitions can be arranged at department level in order to develop innovative skills of the students.

Module 5 Ethics and Integrity: 6 hrs

- Ethics classes can be provided to the students to create values
- Role Playing- It is a game, putting students in the position they want, giving them the opportunity to role-play and to know what it is like to be part of the workforce.

4. UNIVERSAL HUMAN VALUES

Module 1 Love and Compassion: 5 hrs

These values are manifested through empathy, caring and sharing. There is a great need for education which develops the spirit of love, compassion and help expand one's circle of kindness and love to embrace all beings and the nature. The present day world gives more importance on the economic capacity as a sole criterion of human worth. We need to develop the awareness that the standard of values that judges human worth mainly on the basis of

economic capacity signifies the absence of values for love and compassion. Students should be made to appreciate the joy in giving and sharing one's belongings, caring for sick, needy and other less fortunate people, expression of feelings of love, and appreciation for family, friends and neighbours etc. We can make our students realise all this through the following activities.

- Using stage and subject appropriate pedagogical strategies like discussion, role play, drama, composing poems, songs, debates, seminars, etc highlighting the importance of love and compassion.
- Helping students in class by empathising with them with the feeling that you are able to understand their problems, by lending a helping hand to them.
- Taking examples from the life stories of Mother Teresa, Florence Nightingale etc. who always stood for love and compassion, by showing movies based on their lives.
- To make the students understand the importance of love and compassion, make them visit orphanages, homes for the elderly and the sick, thereby enabling them to understanding the meaning of love and compassion not only towards one self and to one's family, but also to be empathetic and concerned about the poor, needy and the destitutes.

Module 2 Truth: 5 hrs

The value of truth starts at home and thus parents, teachers, and even the society serve as the key role models for students. Students should be taught that harsh truth no matter how hurtful is far better than the white lies that profoundly impact the character and creates a bad perception in the society. Honesty doesn't come naturally, but it is an internalized process of adopting it through a broad overview. Thus, it is essential for us as responsible adults and teachers to take up the mantle of responsibility and give our students the benefit of a stellar character. Students should learn to seek the truth, speak the truth, stand by truth and stay with the truth. There are two aspects of truthfulness: being true to yourself and being true to others.

- This can be done by arranging talks on the importance of values associated with truth like honesty, sincerity and veracity. Plays, skits and mimes can be organised to highlight the importance of the value of truth.
- We can talk about why being an honest person is so important (it helps to build trust, helps you grow as a person, etc.). Set up a few scenarios that give students a better understanding about what an honest versus a dishonest person looks like. Then open up the platform for students to talk about what they think being an honest person looks like and doesn't look like.
- One of the best ways that we can teach honesty in the classroom is by modelling it ourselves.

- Teach students to never compare themselves to others and to always strive to be themselves. When they are honest with themselves, then it'll be easier to be honest with others.
- Satyameva Jayate was adopted as the national motto, which means Truth alone triumphs.
- Giving examples of leaders like Dalai Lama, Nelson Mandela, etc. and stage plays on their lives, making the students understand the importance of a truthful life.

Module 3 Non-Violence: 5 hrs

- These skills include anger management, effective discipline, conflict resolution, and wise media consumption. Teachers can be positive, non-violent role models.
- Students can research a peace hero assigned to them at random. They can prepare a presentation and a flash card on their peace hero. Throughout the semester, students review the flash cards with each other and promote their peace heroes through display cases on campus and over the morning announcement.
- The importance of peace and non-violence can be infused into the students through Peace building conferences, workshops and seminars.
- Make the students understand the life of Buddha, who started living a life with the principle of Ahimsa, from whom the Father of our Nation Mahatma Gandhi got inspired.
- Conduct activities in collaboration with Gandhi Bhavan, wherein students will be able to realise how through the principle of Ahimsa, one can achieve self-reliance.
- Show documentaries and movies based on the life and struggles of Gandhiji and make them understand how through non-violence, we can achieve anything in this world.

Module 4 Righteousness: 5 hrs

- Students can be encouraged to talk on their ideas and views of Righteousness and the difference between Righteousness and Holiness
- Case studies on the importance of Righteousness as a virtue in people who mould the world
- Universality of Righteousness and its role in eliminating corruption and enhancing
- Transparency can be discussed

Module 5 Peace: 4 hrs

- The life of world and national leaders who used Peace as the ultimate weapon to win over injustice and exploitation can be made part of curriculum
- International Day of Peace can be celebrated by organizing seminars, discussions etc
- Academic discussions on the Threats and Challenges to World Peace
- The role and relevance of UN and Global Peace can be discussed in class rooms
- The life and Contributions of winners of Nobel Prize for Peace
- Students can be familiarized with the Treaties for Peace and World Disarmament treaties
- World Peace Keeping Missions and the reality

Module 6 Service: 3 hrs

- The noble idea that Service to Man and Humanity is Service to God can be inculcated in students by encouraging and providing a platform to serve the needy.

Module 7 Renunciation (Sacrifice): 3 hrs

- Students can be acquainted with the life of Personalities who influenced world through their selfless lives and sacrifice and made to appreciate the sacrifices of many who make the world moving.

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