

| COURSE CODE | COURSE NAME | L | T | P | CREDIT | YEAR OF INTRODUCTION |
|----------------------|--------------------|----------|----------|----------|---------------|-----------------------------|
| 101908/EN100E | LIFE SKILLS | 2 | | 2 | --- | 2021 |

1. Preamble

Life skills are those competencies that provide the means for an individual to be resourceful and positive while taking on life's vicissitudes. Development of one's personality by being aware of the self, connecting with others, reflecting on the abstract and the concrete, leading and generating change, and staying rooted in time-tested values and principles is being aimed at. This course is designed to enhance the employability and maximize the potential of the students by introducing them to the principles that underlie personal and professional success, and help them acquire the skills needed to apply these principles in their lives and careers.

2. Prerequisite

Nil

3. Syllabus

Module 1:

Overview of Life Skills: Meaning and significance of life skills - Life skills identified by WHO: Self-awareness, Empathy, Critical thinking, Creative thinking, decision making, problem-solving, Effective communication, interpersonal relationship, coping with stress, coping with emotion - Life skills for professionals: positive thinking, right attitude, attention to detail, having the big picture, learning skills, research skills, perseverance, setting goals and achieving them, helping others, leadership, motivation, self-motivation, and motivating others, personality development, IQ, EQ, and SQ.

Module 2:

Self-awareness: definition, need for self-awareness - Coping with Stress and Emotions - Human Values - tools and techniques of SA: questionnaires, journaling, reflective questions, meditation, mindfulness, psychometric tests, feedback - Stress Management: Stress, reasons and effects, identifying stress, stress diaries, the four A's of stress management, techniques - Approaches: action-oriented, emotion-oriented, acceptance oriented, resilience, Gratitude Training - Coping with emotions: Identifying and managing emotions, harmful ways of dealing with emotions, PATH method and relaxation techniques - Morals, Values and Ethics: Integrity, Civic Virtue, Respect for Others, Living Peacefully, Caring, Sharing, Honesty, Courage, Valuing Time, time management, Cooperation, Commitment, Empathy, Self-Confidence, Character, Spirituality, Avoiding Procrastination, Sense of Engineering Ethics.

Module 3:

21st century skills: Creativity, Critical Thinking, Collaboration, Problem-Solving, Decision Making - Need for Creativity in the 21st century - Imagination, Intuition, Experience, Sources of Creativity, Lateral Thinking, Myths of creativity, Critical thinking Vs Creative thinking, Functions

of Left Brain & Right brain, Convergent & Divergent Thinking, Critical reading & Multiple Intelligence. Steps in problem-solving: Problem-Solving Techniques, Six Thinking Hats, Mind Mapping, Forced Connections. Analytical Thinking, Numeric, symbolic, and graphic reasoning - Scientific temperament and Logical thinking.

Module 4:

Group and Team Dynamics: Introduction to Groups: Composition, formation, Cycle, thinking, Clarifying expectations, Problem-Solving, Consensus, Dynamics techniques, Group vs Team, Team Dynamics, Virtual Teams. Cognitive Dissonance, Group Think, Conflict spiral and resolution, Managing team performance and managing conflicts - Intrapreneurship.

Module 5:

Leadership: Leadership framework, entrepreneurial and moral leadership, vision, cultural dimensions - Growing as a leader, turnaround leadership, managing diverse stakeholders, crisis management. Types of Leadership, Traits, Styles, VUCA Leadership, Levels of Leadership, Transactional vs Transformational Leaders, Leadership Grid, Effective Leaders.

4. Reference Books

1. Shiv Khera, *You Can Win*, Macmillan Books, New York, 2003
2. Barun K. Mitra, *Personality Development & Soft Skills*, 1st Edition, Oxford Publishers, 2011
3. ICT Academy of Kerala, *Life Skills for Engineers*, McGraw Hill Education (India) Private Ltd., 2016
4. Caruso, D. R. and Salovey P, *The Emotionally Intelligent Manager: How to Develop and Use the Four Key Emotional Skills of Leadership*, John Wiley & Sons, 2004
5. Kalyana, *Soft Skill for Managers*, 1st Edition; Wiley Publishing Ltd., 2015
6. Larry James, *The First Book of Life Skills*, 1st Edition, Embassy Books, 2016
7. Shalini Verma, *Development of Life Skills and Professional Practice*, 1st Edition, Sultan Chand (G/L) & Company, 2014
8. Daniel Goleman, *Emotional Intelligence*, Bantam, 2006
9. Remesh S., Vishnu R.G., *Life Skills for Engineers*, Ridhima Publications, 1st Edition, 2016
10. Jeff Butterfield, *“Soft Skills for Everyone”*, Cengage Learning India Pvt Ltd; 1 edition, 2011
11. Stephen P. Robbins, Phillip L. Hunsaker, *Training in Interpersonal Skills: Tips for Managing People at Work*, Pearson Education, India, 6th Edition, 2015
12. Gopalaswamy Ramesh, Mahadevan Ramesh, *The Ace of Soft Skills: Attitude, Communication and Etiquette for Success*, Pearson Education, 1st Edition, 2013

5. Course Outcomes

After the completion of the course the student will be able to

- C01: Define and Identify different life skills required in personal and professional life
- C02: Develop an awareness of the self and apply well-defined techniques to cope with emotions and stress.
- C03: Explain the basic mechanics of effective communication and demonstrate these through presentations.
- C04: Take part in group discussions
- C05: Use appropriate thinking and problem solving techniques to solve new problems
- C06: Understand the basics of teamwork and leadership

6. Mapping of Course Outcomes with Program Outcomes

| | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 | PO10 | PO11 | PO12 |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|
| C01 | | | | | | 2 | | 1 | 2 | 2 | 1 | 3 |
| C02 | | | | | | | | | 3 | | | 2 |
| C03 | | | | | | 1 | | | 1 | 3 | | |
| C04 | | | | | | | | | | 3 | | 1 |
| C05 | | 3 | 2 | 1 | | | | | | | | |
| C06 | | | | | | 1 | | | 3 | | | |

7. Assessment Pattern

| Learning Objectives | Continuous Internal Evaluation (CIE) | | End Semester Examination (ESE out of 100) |
|---------------------|--------------------------------------|-----------------------------|---|
| | Internal Examination 1 (50) | Internal Examination 2 (50) | |
| Remember | 7.5 | 7.5 | 15 |
| Understand | 10 | 10 | 20 |
| Apply | 7.5 | 7.5 | 15 |
| Analyse | 0 | | |
| Evaluate | 0 | 0 | 0 |
| Create | 0 | 0 | 0 |

8. Mark Distribution

| Total | CIE | | | | ESE |
|-------|------------|----------------------|------------------------------------|-------|-----|
| | Attendance | Internal Examination | Assignment/Quiz/ Course Project | Total | |
| 100 | 10 | 25 | 15 | 50 | 50 |

10. End Semester Examination Pattern

The question paper is for a total of 50 marks and is divided into Part A and Part B with 25 marks each. Part A consists of 5 questions of 5 marks each, one from each module, which can contain sub-divisions. All questions from Part A are compulsory. Part B consists of a case study followed by 4 to 7 questions based on the case study. The questions can be for 1 to 5 marks and will total 25 marks.
