

100908/EN100E LIFE SKILLS

Course Contents and Course Plan

No	Topic	No. of Lectures
1	Module 1 (4 hours)	
1.1	Meaning and significance of Life Skills & WHO List	1
1.2	Self-Awareness & Empathy, Critical Thinking & Creative Thinking, Decision Making & Problem Solving	1
1.3	Effective Communication & Interpersonal Relationships, Coping with Stress & Coping with Emotions	1
1.4	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	1
	Module 2 (10 hours)	
2.1	Self-awareness: definition, need for self-awareness , tools and techniques of SA: questionnaires, journaling, reflective questions, meditation, mindfulness, psychometric tests, feedback	2
2.2	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	2
2.3	Coping with emotions: Identifying and managing emotions, harmful ways of dealing with emotions, PATH method and relaxation techniques	2
2.4	Morals, Values & Ethics, Integrity, Honesty, Courage, Cooperation, Commitment , Valuing Time, Time management, Civic Virtue,	4

	Respect for others, Living Peacefully, Caring, Sharing, Self-confidence, Character, Spirituality Engineering Ethics and its Senses	
3	Module 3 (11 hours)	
3.1	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, Scientific temperament	5
3.2	Myths of creativity , Multiple Intelligence, critical reading	2
3.3	Critical thinking Vs Creative thinking, Functions of Left Brain & Right brain, Convergent & Divergent Thinking	1
3.4	Problem solving, Steps in problem solving, Problem Solving Techniques, Six Thinking Hats, Forced Connections, brainstorming, Mind Mapping, Analytical Thinking, Numeric, symbolic, and graphic reasoning	3
4	Module 4 (5 hours)	
4.1	Group and Team Dynamics: Introduction to Groups, Composition, formation, Cycle, thinking, Clarifying expectations, Problem Solving	2
4.2	Consensus, Dynamics techniques, Group vs Team	2
4.3	Team Dynamics, Virtual Teams, Managing team performance and managing conflicts, Intrapreneurship	1
5	Module 5 (6 hours)	
5.1	Leadership: Leadership framework, entrepreneurial and moral leadership, vision, cultural dimensions.	2

5.2	Growing as a leader, turnaround leadership, managing diverse stakeholders, crisis management	1
5.3	Types of Leadership, Traits, Styles, VUCA Leadership, Levels of Leadership	2
5.4	Transactional vs Transformational Leaders, Leadership grid, Effective leadership	1