

**SUBJECT TITLE : LIFE SKILLS**  
**SUBJECT CODE : 203**  
**PERIODS/WEEK : 3**  
**PERIODS/ SEMESTER :54**

CONTENT		Hrs	REFERENCE	METHODOLOGY
<b>Self Awareness and Empathy (10 Hours)</b>				
1.1	Emotional Growth	1	CM	CC, D
1.2	Johari Window	1	CM	CC, S, Q
1.3	Giving And Receiving Feed Back	1	CM	CC, S, Q, EA
1.4	Competition And Co-Operation Win As Much As You Can	2	CM	CC, SG
1.5	Emotional Intelligence, and Its 5 Components Ei Questionnaire	1	CM B1	Q, CC, S
1.6	Swot Analysis Of Self	1	CM	EA, S
1.7	Emotional Literacy Concept + Questionnaire	2	B2	CC, D, Q
	Review Of Concept And Learning With Application Discussion 1 Hour (10 Hours)			
<b>Logical Thinking and Creative Thinking (6 Hours)</b>				
2.1	Understanding Thinking	1	B3	CC, D
2.2	Lateral Thinking-- De Bono	2	B4	CC, D
2.3	Brainstorming Session	1	CM	E, A
2.4	Creativity Exercises-- 9dots	2	CM	E, A
				(6hrs)
<b>Decision Making And Problem Solving (10 Hours)</b>				
3.1	Problem Solving Sequence	2	CM	CC, D
3.2	Consensus Building - Nasa	2	CM	E, A
3.3	Problem Solving And Learning Learning Cycles & Levels Of Learning	3	CM	E, A, Q, CC, D
3.4	Creativity In Problem Solving Use Of Po, 6 Thinking Hats	2	CM, B5	CC, D
	Review Of Concept And Learning With Application Discussion 1 Hour (16 Hours)			
<b>Effective Communication (10 Hours)</b>				
4.1	Fundamentals And Continuum Of	1	CM	CC, D, EA

	Communication			
4.2	Communication For Managing And Leading	2	CM	EA, D, CC
4.3	Communication In Group Work –Broken Pieces	1	CM	EA, D, CC
4.4	Barriers To Communication	1	CM	CC, EA
4.5	Listening Skills - The 4 Ways Of Listening (Responding)	2	CM	CC, Q, D
4.6	Resume And Report Writing	2		CC, D
	Review Of Concept And Learning With Application Discussion 1 Hour (10 Hours)			
<b>Inter Personal Relations (12 Hours)</b>				
5.1	Ego State Model Of Personality With Ego Gram	2	CM	CC, Q, D
5.2	Human Relationship, Understanding	2	CM	CC, D
5.3	Motivation, Hunger, Strokes	2	CM	CC, EA, D
5.4	Transaction	1	CM	CC, EA, D
5.5	Time Structuring	1	CM, B6	CC, EA, D
5.6	Group Defined	1	CM	CC
5.7	Growth, Autonomy	1	CM, B6	CC
5.8	Life Positions	1	CM	Q, CC, D
	Review Of Concept And Learning With Application Discussion 1 Hour (12 Hours)			
<b>Coping with Stress and Emotion (6 Hours)</b>				
6.1	concepts of stress, with type a, type b personalities	1	CM	CC, Q, D
6.2	stress and conflicts	1	CM	CC, EA
6.3	relaxation response and techniques	1	CM	EA
6.4	clock time and goal time, after burn – reach back, time management	1	CM, B7	CC, D, EA
6.5	the 7 steps to a track down	1	B8	CC, D, EA
	Review Of Concept And Learning With Application Discussion 1 Hour (6 Hours)			

CM- COURSE MATERIAL  
SG- SIMULATION GAME  
EA- EXPERIENTIAL ACTIVITY / EXERCISE  
SE- SIMULA  
AD- APPLICATION DISCUSSIONS  
CC- CONCEPT CLARIFICATION  
S- SHARING  
EE- EXPERIENTIAL EXERCISE  
D- DISCUSSION  
Q- QUESTIONNAIRE

B1 - Emotional Intelligence at work– Daniel Goleman  
B2 - Emotional Literacy – Claude Steiner  
B3 - Teaching Thinking – Edward De Bono  
B4 - Lateral Thinking for Management – Edward De Bono, A Hand Book  
B5 - Six Thinking Hats – Edward De Bono  
B6 - Games People Play – Eric Berne  
B7 - What Do You Say After You Say Hello? – Eric Berne  
B8 - Staying OK – Thomas & Amy Harris

**Text Books:**

1. Personality Development and Soft Skills  
Barun K Mitra (Oxford)
2. The ACE of Soft Skills  
Attitude, Communication and Etiquette for Success  
Gopaldaswamy Ramesh & Mahadevan Ramesh (Pearson)