

# A SIX-WEEKS TRAINING PROGRAM ON

## *Enhancing Employability Skills: Developing Career and Life-Design Skills*

(3 HOURS PER WEEK IN BLENDED MODE)

### **COURSE OBJECTIVE:**

Welcome to the "**Enhancing Employability Skills**" training curriculum, designed to equip participants with a comprehensive set of skills Career and Life-Design Skills essential for face the dynamics of the 21st-century. This curriculum is divided into two components: Career Development Skills and Life-Design Skills.

**Career Skills** are aimed at preparing individuals for the dynamic and competitive job market. This component includes three core skills: Digital Citizenship Skills, Career Preparation Skills, and Career Progression Skills. These skills encompass digital literacy, effective communication, and adaptability, which are essential for thriving in today's digital-centric and fast-paced work environments.

**Life-Design Skills**, on the other hand, focus on personal development and include three key components: Social Skills, Emotional Skills, and Cognitive Skills. These skills are crucial for building strong relationships, managing emotions effectively, and enhancing critical thinking and problem-solving abilities.

Through a combination of theoretical learning, practical exercises, and real-world applications, this curriculum will empower participants to enhance their employability, achieve their career goals, and succeed in their professional endeavours.

### **CAREER SKILLS:**

This component of the training program provides a holistic approach to career development for the 21st century, focusing on three key modules: Digital Citizenship Skills, Career Preparation Skills, and Career Progression Skills. Participants will learn essential digital skills, effective communication strategies, and career planning techniques. They will also develop skills for self-employability, professional relationship management, and adaptability in the workplace. By the end of the course, participants will be equipped with the tools and knowledge needed to succeed in today's dynamic job market.

Here's a suggested module-wise curriculum for Career Skill Training:

#### **Module 1: Digital Citizenship Skills**

##### **1. Digital Literacy**

- Understanding basic digital concepts and terminologies.
- Learning to use digital tools and platforms, including AI tools.
- Developing skills for effective online research and information management.

## 2. **Cybersecurity Awareness**

- Understanding common cyber threats and how to protect against them.
- Practicing safe online behaviour and data protection.
- Recognizing and avoiding online scams and phishing attacks.

## 3. **Digital Communication**

- Mastering email etiquette and professional online communication.
- Using digital platforms for effective collaboration and networking.
- Understanding the impact of digital communication on personal and professional relationships.

## 4. **AI Tools and Platforms**

- Introduction to AI and its applications in various industries.
- Hands-on experience with AI tools and platforms for decision-making.
- Ethical considerations and implications of AI in society and the workplace.

### **Module 2: Career Preparation Skills**

#### 1. **Formal Presentation Skills**

- Structuring and delivering effective presentations.
- Using visual aids and storytelling techniques to enhance presentations.
- Handling questions and engaging with the audience.

#### 2. **Report Writing Skills**

- Understanding the purpose and audience of reports.
- Organizing and presenting information logically and persuasively.
- Using appropriate language and style for different types of reports.

#### 3. **Resume and Statement of Purpose (SOP) Writing**

- Crafting a compelling resume tailored to specific job opportunities.
- Writing a persuasive SOP for academic or job applications.
- Highlighting relevant skills, experiences, and achievements effectively.

#### 4. **Interview Skills**

- Preparing for different types of interviews, including virtual and panel interviews.
- Practicing common interview questions and answers.
- Improving body language, tone, and confidence during interviews.

#### 5. **Career Planning Abroad**

- Understanding the requirements and challenges of pursuing a career abroad.
- Researching international job markets and opportunities.
- Planning a career path that aligns with personal goals and aspirations.

### **Module 3: Career Progression Skills**

#### 1. **Career Capital Development**

- Identifying and developing transferable skills for career advancement.
- Building a professional network and seeking mentorship opportunities.
- Enhancing visibility and credibility in the professional field.

#### 2. **Entrepreneurship Skills**

- Understanding the basics of entrepreneurship and business management.
- Developing a business idea and creating a business plan.
- Acquiring skills for marketing, finance, and operations management.

### 3. Professional and Personal Relationship Management

- Building and maintaining professional relationships for career growth.
- Effective communication and conflict resolution in professional settings.
- Balancing personal and professional life for overall well-being.

### 4. Adaptability Quotient (AQ)

- Understanding the importance of adaptability in the modern workplace.
- Developing skills to embrace change and uncertainty.
- Building resilience and agility to thrive in dynamic work environments.

## LIFE-DESIGN SKILLS:

This component of the training program is designed to enhance life-design skills through the development of key competencies in social, emotional, and cognitive domains. The course aims to equip participants with the essential skills and knowledge needed to navigate personal and professional challenges effectively. There are evidences that *Life-design skills*, which are a set of psychosocial competencies, including resilience, personal agency and self-confidence can enable young people to protect themselves from a multitude of vulnerable socio-economic environments and risk-taking behaviours. Life skills have been internationally identified by the World Health Organization (WHO) and UNICEF as the most important learning and an asset to lead a fulfilling life. In India, both CBSE and UGC has made Life Skills training mandatory, and many schools and colleges are in the process of adopting it in the curriculum.

Through a combination of theoretical learning, practical exercises, and real-life applications, participants will develop a deeper understanding of themselves and others, enhance their communication and relationship-building skills, and improve their ability to cope with stress and manage emotions. By the end of the course, participants will be equipped with a set of skills that can be applied to enhance their personal and professional lives, leading to greater fulfilment and success.

Here's a suggested module-wise curriculum for enhancing life-design skills:

### Module 1: Social Skills

#### 1. Empathy

- Definition and importance of empathy in personal and professional life.
- Techniques for developing empathy, including active listening and perspective-taking exercises.
- Role-playing scenarios to practice empathetic responses.

#### 2. Self-Awareness

- Understanding one's own emotions, thoughts, and values.
- Self-reflection exercises and journaling.
- Personality assessments to increase self-awareness.

#### 3. Informal Communication

- Basics of informal communication, including non-verbal cues and body language.
- Improving conversational skills and building rapport.
- Practice sessions for effective informal communication.

#### 4. **Interpersonal Relationship**

- Building and maintaining healthy relationships.
- Conflict resolution and negotiation skills.
- Boundary-setting and assertiveness training.

### **Module 2: Emotional Skills**

#### 1. **Coping with Stress**

- Understanding the nature of stress and its impact on health.
- Stress management techniques, including mindfulness and relaxation exercises.
- Developing a personal stress management plan.

#### 2. **Coping with Emotion**

- Recognizing and regulating emotions.
- Strategies for dealing with negative emotions.
- Building emotional resilience and adaptability.

### **Module 3: Cognitive Skills**

#### 1. **Creative Thinking**

- Stimulating creativity through brainstorming and mind mapping.
- Techniques for overcoming creative blocks.
- Applying creativity to problem-solving and decision-making.

#### 2. **Critical Thinking**

- Understanding the principles of critical thinking.
- Analyzing and evaluating information and arguments.
- Developing logical reasoning skills.

#### 3. **Problem Solving**

- Steps in the problem-solving process.
- Tools and techniques for effective problem-solving.
- Real-life problem-solving exercises and case studies.

#### 4. **Decision Making**

- Factors influencing decision-making.
- Decision-making models and frameworks.
- Practice in making informed and ethical decisions.

Each module can be structured to include theoretical concepts, interactive activities, and practical assignments to enhance learning and skill development. Regular feedback and reflection sessions can also be included to track progress and reinforce learning outcomes.