

<b>HUN 101</b>	<b>LIFE SKILLS</b>	<b>CATEGORY</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>CREDIT</b>	<b>YEAR OF INTRODUCTION</b>
		MNC	2	0	2	---	2019

**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 underly personal and professional success, and help them acquire the skills needed to apply these principles in their lives and careers.

**Prerequisite:** None

**Course Outcomes:** After the completion of the course the student will be able to

<b>CO 1</b>	Define and Identify different life skills required in personal and professional life
<b>CO 2</b>	Develop an awareness of the self and apply well-defined techniques to cope with emotions and stress.
<b>CO 3</b>	Explain the basic mechanics of effective communication and demonstrate these through presentations.
<b>CO 4</b>	Take part in group discussions
<b>CO 5</b>	Use appropriate thinking and problem solving techniques to solve new problems
<b>CO 6</b>	Understand the basics of teamwork and leadership

**Mapping of course outcomes with program outcomes**

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
<b>CO 1</b>						2		1	2	2	1	3
<b>CO 2</b>									3			2
<b>CO 3</b>						1			1	3		
<b>CO 4</b>										3		1
<b>CO 5</b>		3	2	1								
<b>CO 6</b>						1			3			

**Mark distribution**

Total Marks	CIE	ESE	ESE Duration
100	50	50	2 hours

## Continuous Internal Evaluation

**Total Marks: 50**

Attendance	: 10 marks
Regular assessment	: 15 marks
Series test (one test only, should include first three modules)	: 25 marks

### Regular assessment

➤ **Group Discussion (Marks: 9)**

Create groups of about 6 students each and engage them on a GD on a suitable topic for about 20 minutes. Parameters to be used for evaluation are as follows:

- Communication Skills : 3 marks
- Subject Clarity : 2 marks
- Group Dynamics : 2 marks
- Behaviours & Mannerisms : 2 marks

➤ **Presentation Skills (Marks: 6)**

Identify a suitable topic and ask the students to prepare a presentation (preferably a power point presentation) for about 10 minutes. Parameters to be used for evaluation are as follows:

- Communication Skills : 2 marks
- Platform Skills : 2 marks
- Subject Clarity/Knowledge : 2 marks

### End Semester Examination

**Total Marks: 50**

**Time: 2 hrs.**

#### Part A: Short answer question (25 marks)

There will be one question from each MODULE (five questions in total, five marks each). Each question should be written in about maximum of 400 words. Parameters to be used for evaluation are as follows:

- (i) Content Clarity/Subject Knowledge
- (ii) Presentation style
- (iii) Organization of content

#### Part B: Case Study (25 marks)

The students will be given a case study with questions at the end. The students have to analyze the case and answer the question at the end. Parameters to be used for evaluation are as follows:

- (i) Analyze the case situation
- (ii) Key players/characters of the case
- (iii) Identification of the problem (both major & minor if exists)
- (iv) Bring out alternatives
- (v) Analyze each alternative against the problem
- (vi) Choose the best alternative
- (vii) Implement as solution
- (viii) Conclusion

(ix) Answer the question at the end of the case

### Course Level Assessment Questions

#### Course Outcome 1 (CO1):

1. List 'life skills' as identified by WHO
2. What do you mean by effective communication?
3. What are the essential life skills required by a professional?

#### Course Outcome 2 (CO2)

1. Identify an effective means to deal with workplace stress.
2. How can a student apply journaling to stress management?
3. What is the PATH method? Describe a situation where this method can be used effectively.

#### Course Outcome 3(CO3):

1. Identify the communication network structure that can be observed in the given situations. Describe them.
  - (a) A group discussion on development.
  - (b) An address from the Principal regarding punctuality.
  - (c) A reporter interviewing a movie star.
  - (d) Discussing the answers of a test with a group of friends.
2. Elucidate the importance of non-verbal communication in making a presentation
3. Differentiate between kinesics, proxemics, and chronemics with examples.

#### Course Outcome 4 (CO4):

1. How can a participant conclude a group discussion effectively?
2. 'Listening skills are essential for effectively participating in a group discussion.' Do you agree? Substantiate your answer.

#### Course Outcome 5 (CO5):

1. Illustrate the creative thinking process with the help of a suitable example
2. Translate the following problem from verbal to graphic form and find the solution : *In a quiz, Ananth has 50 points more than Bimal, Chinmay has 60 points less than Ananth, and Dharini is 20 points ahead of Chinmay. What is the difference in points between Bimal and Dharini?*

3. List at least five ways in which the problem "How to increase profit?" can be redefined

**Course Outcome 6 (CO6):**

1. A group of engineers decided to brainstorm a design issue on a new product. Since no one wanted to disagree with the senior members, new ideas were not flowing freely. What group dynamics technique would you suggest to avoid this 'groupthink'? Explain the procedure.
2. "A group focuses on individual contribution, while a team must focus on synergy." Explain.
3. Identify the type of group formed / constituted in each of the given situations
  - a) A Police Inspector with subordinates reporting to him
  - b) An enquiry committee constituted to investigate a specific incident
  - c) The Accounts Department of a company
  - d) A group of book lovers who meet to talk about reading

**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, Co operation, Commitment, Empathy, Self-Confidence, Character, Spirituality, Avoiding Procrastination, Sense of Engineering Ethics.

### **Module 3**

21<sup>st</sup> 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. 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.

### **Lab Activities**

#### **Verbal**

Effective communication and Presentation skills.

Different kinds of communication; Flow of communication; Communication networks, Types of barriers; Miscommunication

Introduction to presentations and group discussions.

Learning styles: visual, aural, verbal, kinaesthetic, logical, social, solitary; Previewing, KWL table, active listening, REAP method

Note-taking skills: outlining, non-linear note-taking methods, Cornell notes, three column note taking.

Memory techniques: mnemonics, association, flashcards, keywords, outlines, spider diagrams and mind maps, spaced repetition.

Time management: auditing, identifying time wasters, managing distractions, calendars and checklists; Prioritizing - Goal setting, SMART goals; Productivity tools and apps, Pomodoro technique.

#### **Non Verbal:**

Non-verbal Communication and Body Language: Forms of non-verbal communication; Interpreting body-language cues; Kinesics; Proxemics; Chronemics; Effective use of body language, Communication in a multi cultural environment.

### Reference Books

1. Shiv Khera, You Can Win, Macmillan Books, New York, 2003.
2. Barun K. Mitra, "Personality Development & Soft Skills", Oxford Publishers, Third impression, 2017.
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"; First Edition; Wiley Publishing Ltd, 2015.
6. Larry James, "The First Book of Life Skills"; First Edition, Embassy Books, 2016.
7. Shalini Verma, "Development of Life Skills and Professional Practice"; First 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, First Edition, 2016.
10. Butterfield Jeff, "Soft Skills for Everyone", Cengage Learning India Pvt Ltd; 1 edition, 2011.
11. Training in Interpersonal Skills: Tips for Managing People at Work, Pearson Education, India; 6 edition, 2015.
12. The Ace of Soft Skills: Attitude, Communication and Etiquette for Success, Pearson Education; 1 edition, 2013.