PG S3-01 (AEC)

TWO YEAR MASTER'S DEGREE COURSE

(CBCS in Accordance with NEP 2020)

SEMESTER - III

LIFE SKILLS

Maniram Dewan School of Management

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

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DETAILED SYLLABUS

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UNIT 1. Listening and Speaking 9-22

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UNIT 2. Reading, Writing and Differnt Modes of Writing 23-37

Steps in the Process of Reading,Meaning of Writing,Techniques of Effective Writing, Different Modes of Writing and Common Uses of Writing

UNIT 3. Digital Literacy and Social Media, Digital Ethics and Cyber Security 38-69

Microsoft Office Suite Proficiency, Virtual Communication Platforms, Cybersecurity Awareness, Digital Ethics and Etiquette

UNIT 4. Nonverbal Communication 70-86

Meaning of Verbal and Nonverbal Communication, Functions of Nonverbal Communication, Purposes of Using Nonverbal Communication, Types of Nonverbal Communication, Examples of Different Nonverbal Communications, Advantages and Disadvantages of Nonverbal Communication, Importance of Nonverbal Communication

UNIT 5. Group Discussion Skills And Interview Skills 87-102

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UNIT 6. Exploring Career Opportunities And Résumé Skills 103-118

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UNIT 7. Cognitive And Non-cognitive Skills, Presentation Skills And Listening Skills 119-135

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UNIT 8. Trust And Collaboration, Brainstorming, Social And Cultural Etiquettes And Internal Communication 136-152

Meaning of Teamwork and Collaboration, Trust and Collaboration,Brainstorming, Social and Cultural Etiquettes

UNIT 9. Leadershipskills, Innovative Leadership And Design Thinking 153-169

Leadership: Meaning and Importance, Characteristics and Theories of Leadership, Leadership styles, Basic Leadership Skills, Innovative Leadership, Concept of Emotional and Social intelligence, Leaders in the Era of Globalisation, Design Thinking

UNIT 10. Managerial Skills 170-185

Basic Managerial Skills, Managing Conflict, Types of Conflict and their Management, Resolving Conflict Through Negotiation, Self-Management Skills,Understanding Self-Concept, Self-management, Managing Personal Finance

UNIT 11. Entrepreneurship Skills, Ethics And Integrity 186-200

Basics of Entrepreneurship, Classification and Types of Entrepreneurships, Traits and Competencies of Entrepreneur, creating Business Plan, Ethics and Conduct, Importance of Ethics, Personal and Professional Moral Codes of Conduct

UNIT 12. Love And Compassion;Truth And Nonviolence 201-215

Love and Compassion, Truth and Nonviolence ,Gandhian Nonviolence

UNIT 13. Peace, Service, Renunciation 216-229

Peace and Indian Schools of Thoughts, Peace and Human values, Peace and Conflict, Service and Renunciation, Altruistic and Egoistic Actions, Non-attached Actions and *Niskama Karma*, *Pravritti and Nivritti*, Niskama Karma and Renunciation

UNIT 14. Constitutional Values, Justice And Human Rights, Righteousness 230-244

Righteousness, Dharma and Propriety, Justice, Liberty, Equality, Human Dignity and Fraternity, Fundamental Rights of Indian Citizens, Fundamental Duties of Indian Citizens

COURSE INTRODUCTION:

This course “Life Skills” of PG degree 3rd semester is a transformative course designed to enhance essential abilities for master degree learners. Through this course the learners will be able to explore topics like effective communication, critical thinking, time management, etc and gain skills to navigate challenges in both personal and professional spheres, preparing leraners for success in the diverse landscape of life.

This course consists of 14 units:

The first unit explains basic concept of effective Listening and Speaking, Listening and Comprehension, Probing Questions and Their Importance in Listening and Speaking,

The second unit is about Steps in the Process of Reading,Meaning of Writing, Techniques of Effective Writing, Different Modes of Writing and Common Uses of Writing

The third unit describes the Microsoft Office Suite Proficiency, Virtual Communication Platforms, Cybersecurity Awareness, Digital Ethics and Etiquette

The fourth unit explains about meaning of Verbal and Nonverbal Communication, Functions of Nonverbal Communication, Purposes of Using Nonverbal Communication, Types of Nonverbal Communication,

The fifth unit explains about Meaning of Group Discussion and Interview, Objectives of Group Discussion, Types of Group Discussion, Importance of Group Discussion,Way to Conduct a Group Discussion, Process of Group Discussion, Essential Skills for Group Discussion, Interview, Interview Skill

The sixth unit explains about Exploring Career Opportunities and Résumé Skills, Components of a Good Résumé, Difference between a Résumé, CV and Biodata

The seventh unit describes about Meaning of Skills, Meaning of Cognitive and Non-Cognitive Skills, Meaning of Presentation Skills, Meaning of Listening Skills

The eighth unit is about Teamwork and Collaboration, Trust and Collaboration, Brainstorming, Social and Cultural Etiquettes

The ninth unit introduces us to Concept and Meaning Characteristics and Theories of Leadership, Leadership styles, Basic Leadership Skills, Innovative Leadership , Concept of Emotional and Social intelligence, Leaders in the Era of Globalisation, Design Thinking

The tenth unit gives us a broad idea on the concepts of managerial Skills, Managing Conflict, Types of Conflict and their Management, Resolving Conflict Through Negotiation, Self-Management Skills, Understanding Self-Concept, Self-management, Managing Personal Finance

The eleventh unit gives us an idea on the basics of Entrepreneurship, Classification and Types of Entrepreneurships, Traits and Competencies of Entrepreneur, creating Business Plan, Ethics and Conduct, Importance of Ethics, Personal and Professional Moral Codes of Conduct

The twelvth unit gives us a broad idea on the concepts of Love and Compassion, Truth and Nonviolence ,Gandhian Nonviolence

The thirteenth unit gives us a broad idea on the concepts of Peace and Indian Schools of Thoughts, Peace and Human values, Peace and Conflict, Service and Renunciation, Altruistic and Egoistic Actions, Non-attached Actions and *Niskama Karma*, *Pravritti and Nivritti*, Niskama Karma and Renunciation

The fourteenth unit gives us a broad idea on the concepts like Righteousness, Dharma and Propriety, Justice, Liberty, Equality, Human Dignity and Fraternity, Fundamental Rights of Indian Citizens, Fundamental Duties of Indian Citizens

While going through this course, you may also notice some text boxes, which have been included to help you know some of the difficult terms and concepts. You will also read about some relevant ideas and concepts in “LET US KNOW” along with the text. We have kept “CHECK YOUR PROGRESS” questions in each unit. These have been designed to self-check your progress of study. The hints for the answers to these questions are given at the end of the unit. We strongly advise that you answer the questions immediately after you finish reading the section in which these questions occur. We have also included a few books in the “FURTHER READINGS” which will be helpful for your further consultation. The books referred to in the preparation of the units have been added at the end.

BLOCK INTRODUCTION:

The course 'Life Skill" has one block, which is divided into 14 units and is primarily a learner oriented Self learning material, as it satisfies the requirements of the learners in the field of life skills.

The block consists of the following units:

UNIT 1: Listening and Speaking

UNIT 2: Reading, Writing and Differnt Modes of Writing

UNIT 3: Digital Literacy and Social Media, Digital Ethics and Cyber Security

UNIT 4: Nonverbal Communication

UNIT 5: Group Discussion Skills And Interview Skills

UNIT 6: Exploring Career Opportunities And Résumé Skills

UNIT 7: Cognitive And Non-cognitive Skills, Presentation Skills And Listening Skills

UNIT 8: Trust And Collaboration, Brainstorming, Social And Cultural Etiquettes And Internal Communication

UNIT 9: Leadershipskills, Innovative Leadership And Design Thinking

UNIT 10: Managerial Skills

UNIT 11: Entrepreneurship Skills, Ethics and Integrity

UNIT 12: Love And Compassion;Truth And Nonviolence

UNIT 13: Peace, Service, Renunciation

UNIT 14: Constitutional Values, Justice And Human Rights, Righteousness