

Course Name (Code) :

LIFE SKILLS DEVELOPMENT
(BBG-112-V)

Faculty : Ms. Renu Mittal

Topics / lectures are arranged in sequence - same - as to be taught in the class. Maintain data related to "Date" in its hard copy.

S. No.	Lecture No	Topic Description	Teaching Pedagogy	Reference Material	Remarks, if any
1	1	Overview of Life Skills: Meaning and significance of life skills	PRESENTATIONS	T1, T2, T3	
2	2	Life skills identified by WHO	PRESENTATIONS	T1, T2, T3	
3	3	Self-awareness, Empathy, Critical thinking	PRESENTATIONS	T1, T2, T3	
4	4	Creative thinking	PRESENTATIONS	T1, T2, T3	
5	5	Decision making, problem solving	PRESENTATIONS	T1, T2, T3	
6	6	Effective communication, Interpersonal Relationship	PRESENTATIONS	T1, T2, T3	
7	7	Coping with Stress, Coping with Emotion	PRESENTATIONS	T1, T2, T3	
8	8	Life skills for Professionals	PRESENTATIONS	T1, T2, T3	
9	9	Positive Thinking, Right Attitude, Attention to detail, Having the Big Picture	PRESENTATIONS	T1, T2, T3	
10	10	Learning Skills, research skills, perseverance	PRESENTATIONS	T1, T2, T3	
11	11	Setting goals and Achieving them, helping others	PRESENTATIONS	T1, T2, T3	
12	12	Leadership, motivation, self motivation, and motivating others	PRESENTATIONS	T1, T2, T3	
13	13	Personality Development, IQ, EQ, and SQ.	PRESENTATIONS	T1, T2, T3	
14	14	Self-awareness: definition, need for self-awareness	PRESENTATIONS	T1, T2, T3	
15	15	Coping with Stress and Emotions	PRESENTATIONS	T1, T2, T3	
16	16	Human Values, tools and techniques of SA: questionnaires, journaling	PRESENTATIONS	T1, T2, T3	
17	17	Reflective questions, meditation, mindfulness, psychometric tests, feedback.	PRESENTATIONS	T1, T2, T3	
18	18	Stress, reasons and effects, identifying stress, stress diaries	PRESENTATIONS	T1, T2, T3	
19	19	Approaches: action-oriented, emotion-oriented, acceptance oriented	PRESENTATIONS	T1, T2, T3	
20	20	Resilience, Gratitude Training	PRESENTATIONS	T1, T2, T3	
21	21	Coping with emotions: Identifying and managing emotions, harmful ways of dealing with emotions	PRESENTATIONS	T1, T2, T3	
22	22	21st century skills: Creativity, Critical Thinking, Collaboration, Problem Solving, Decision Making, Need for Creativity in the 21st century	PRESENTATIONS	T1, T2, T3	
23	23	Imagination, Intuition, Experience, Sources of Creativity, Lateral Thinking	PRESENTATIONS	T1, T2, T3	
24	24	Myths of creativity, Critical thinking vs. Creative thinking, Functions of Left Brain & Right brain, Convergent & Divergent Thinking	PRESENTATIONS	T1, T2, T3	
25	25	Critical reading & Multiple Intelligence	PRESENTATIONS	T1, T2, T3	
26	26	Steps in problem solving: Problem Solving Techniques, Six Thinking Hats	PRESENTATIONS	T1, T2, T3	
27	27	Mind Mapping, Forced Connections	PRESENTATIONS	T1, T2, T3	
28	28	Analytical Thinking, Numeric, symbolic, and graphic reasoning	PRESENTATIONS	T1, T2, T3	
29	29	Leadership: Leadership framework, entrepreneurial and moral leadership, vision, cultural dimensions.	PRESENTATIONS	T1, T2, T3	
30	30	Growing as a leader, turnaround leadership, managing diverse stakeholders	PRESENTATIONS	T1, T2, T3	
31	31	Crisis Management	PRESENTATIONS	T1, T2, T3	
32	32	Types of Leadership, Traits, Styles, VUCA Leadership	PRESENTATIONS	T1, T2, T3	
33	33	Levels of Leadership, Transactional vs Transformational Leaders	PRESENTATIONS	T1, T2, T3	
34	34	Leadership Grid, Effective Leaders.	PRESENTATIONS	T1, T2, T3	

Study Material / Books / Web-resources / Online Courses Links etc.

S. No.	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	Kalyana, "Soft Skill for Managers"; First Edition; Wiley Publishing Ltd, 2015
5	Larry James, "The First Book of Life Skills"; First Edition, Embassy Books, 2016
6	Shalini Verma, "Development of Life Skills and Professional Practice"; First Edition; Sultan Chand (G/L) & Company, 2014.