

**COURSE NAME : Diploma in Engineering and Technology**

**COURSE CODE : (All Branches)**

**SEMESTER : FOURTH**

**SUBJECT TITLE : Development of Life Skills-II**

**SUBJECT CODE : --**

**TEACHING AND EXAMINATION SCHEME:**

| TEACHING SCHEME |    |    | EXAMINATION SCHEME |    |      |    |     |     |       |
|-----------------|----|----|--------------------|----|------|----|-----|-----|-------|
| TH              | TU | PR | PAPE<br>R HRS      | TH | TEST | PR | OR  | TW  | TOTAL |
| 01              | -- | 02 | --                 | -- | --   | -- | 25# | 25@ | 50    |

**Rationale:**

In today's competitive world, the nature of organizations is changing at very rapid speed. In this situation the responsibility of diploma holder is not unique. He will be a part of a team in the organization. As such the individual skills are not sufficient to work at his best.

This subject will develop the student as an effective member of the team. It will develop the abilities and skills to perform at highest degree of quality as an individual as well as a member of core group or team. Such skills will enhance his capabilities in the field of searching, assimilating information, managing the given task, handling people effectively, and solving challenging problems.

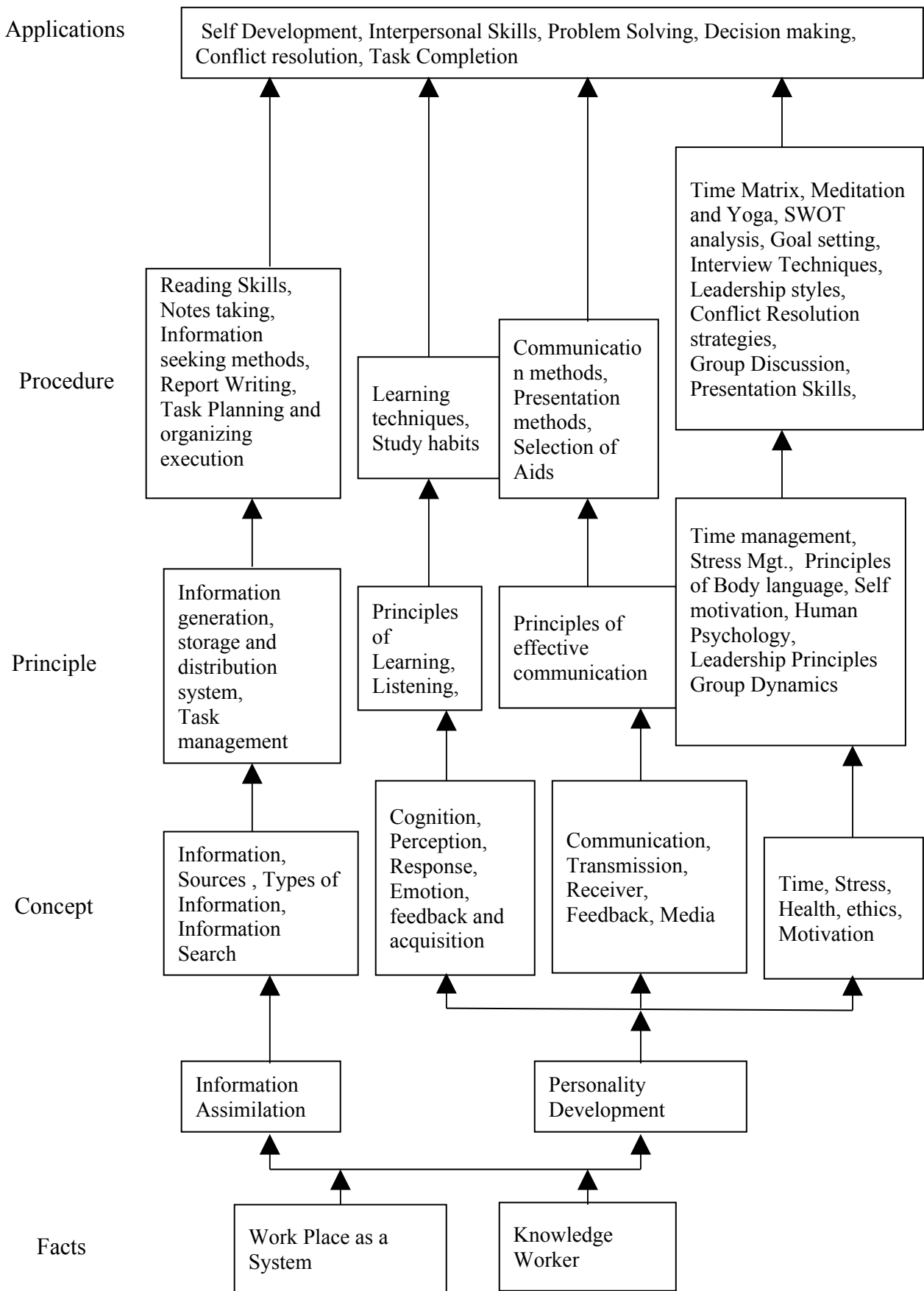
THE SUBJECT IS CLASSIFIED UNDER HUMAN SCIENCE.

**OBJECTIVES:**

THE STUDENTS WILL BE ABLE TO:

1. Developing working in teams.
2. Apply problem solving skills for a given situation.
3. Use effective presentation techniques.
4. Apply techniques of effective time management.
5. Apply task management techniques for given projects.
6. Enhance leadership traits.
7. Resolve conflict by appropriate method.
8. Survive self in today's competitive world.
9. Face interview without fear.
10. Follow moral and ethics.
11. Convince people to avoid frustration.

**LEARNING STRUCTURE:**



## Contents: Theory

| Topic No. | Contents  | Hours |
|-----------|---|-------|
| 01        | <b>SOCIAL SKILLS</b><br>SOCIETIES, SOCIAL STRUCTURE, DEVELOP SYMPATHY AND EMPATHY.  | 01    |
| 02        | SWOT Analysis – Concept, How to make use of SWOT.   | 01    |
| 03        | <b>Inter personal Relation</b><br>Sources of conflict, Resolution of conflict ,<br>Ways to enhance interpersonal relations.   | 02    |
| 04        | <b>Problem Solving</b><br><b>I) STEPS IN PROBLEM SOLVING,</b><br>1) IDENTIFY AND CLARIFY THE PROBLEM,<br>2) INFORMATION GATHERING RELATED TO PROBLEM,<br>3) EVALUATE THE EVIDENCE,<br>4) CONSIDER ALTERNATIVE SOLUTIONS AND THEIR IMPLICATIONS,<br>5) CHOOSE AND IMPLEMENT THE BEST ALTERNATIVE,<br>6) REVIEW<br><b>II) Problem solving technique.</b><br>(any one technique may be considered)<br>1) Trial and error, 2) Brain storming, 3) Lateral thinking | 02    |
| 05        | <b>Presentation Skills</b><br>Body language --<br>Dress like the audience<br>Posture, Gestures, Eye contact and facial expression.<br><br>PRESENTATION SKILL –<br>STAGE FRIGHT,<br>Voice and language – Volume, Pitch, Inflection, Speed, Pause<br>Pronunciation, Articulation, Language, Practice of speech.<br>Use of aids –OHP,LCD projector, white board  | 03    |
| 06        | <b>Group discussion and Interview technique –</b><br>Introduction to group discussion,<br>Ways to carry out group discussion,<br>Parameters— Contact, body language, analytical and logical thinking,<br>decision making<br><b>INTERVIEW TECHNIQUE</b><br>NECESSITY,<br>TIPS FOR HANDLING COMMON QUESTIONS.   | 03    |
| 07        | <b>Working in Teams</b><br>UNDERSTAND AND WORK WITHIN THE DYNAMICS OF A GROUPS.<br>TIPS TO WORK EFFECTIVELY IN TEAMS,<br>ESTABLISH GOOD RAPPORT, INTEREST WITH OTHERS AND WORK EFFECTIVELY WITH THEM<br>TO MEET COMMON OBJECTIVES,<br>TIPS TO PROVIDE AND ACCEPT FEEDBACK IN A CONSTRUCTIVE AND CONSIDERATE WAY ,<br>LEADERSHIP IN TEAMS, HANDLING FRUSTRATIONS IN GROUP.   | 02    |

|              |   |           |
|--------------|---|-----------|
| <b>08</b>    | <b>Task Management</b><br>INTRODUCTION,<br>TASK IDENTIFICATION,<br>TASK PLANNING ,ORGANIZING AND EXECUTION,<br>CLOSING THE TASK | <b>02</b> |
| <b>TOTAL</b> |   | <b>16</b> |

## CONTENTS: PRACTICAL

### List of Assignment: (Any Eight assignments)

- 1) SWOT analysis: - Analyse yourself with respect to your strength and weaknesses, opportunities and threats. Following points will be useful for doing SWOT.
  - a) Your past experiences,
  - b) Achievements,
  - c) Failures,
  - d) Feedback from others etc.
- 2) Undergo a test on reading skill/memory skill administered by your teacher.
- 3) Solve the puzzles.
- 4) Form a group of 5-10 students and do a work for social cause e.g. tree Plantation, blood donation, environment protection, camps on awareness like importance of cleanliness in slump area, social activities like giving cloths to poor etc.( One activity per group)
- 5) Deliver a seminar for 10-12 minutes using presentation aids on the topic given by your teacher.
- 6) Watch/listen an informative session on social activities. Make a report on topic of your interest using audio/visual aids. Make a report on the programme
- 7) Conduct an interview of a personality and write a report on it.
- 8) Discuss a topic in a group and prepare minutes of discussion. Write thorough description of the topic discussed
- 9) Arrange an exhibition, displaying flow-charts, posters, paper cutting, Photographs etc on the topic given by your teacher.

**Note:** - Please note that these are the suggested assignments on given contents/topic. These assignments are the guide lines to the subject teachers. However the subject teachers are free to design any assignment relevant to the topic. The **term work** will consist of any eight assignments.

**MINI PROJECT ON TASK MANAGEMENT.** DECIDE ANY TASK TO BE COMPLETED IN A STIPULATED TIME WITH THE HELP OF TEACHER. WRITE A REPORT CONSIDERING VARIOUS STEPS IN TASK MANAGEMENT.

## LEARNING RESOURCES:

### Books:

| Sr. No | Author               | Title                           | Publisher                       |
|--------|----------------------|---------------------------------|---------------------------------|
| 1      | Marshall Cooks       | Adams Time management           | Viva Books                      |
| 2      | E.H. Mc Grath , S.J. | Basic Managerial Skills for All | Prentice Hall of India, Pvt Ltd |

|    |   |   |                                |
|----|---|---|--------------------------------|
| 3  | Allen Pease                                 | Body Language                                 | Sudha Publications Pvt. Ltd.   |
| 4  | Lowe and Phil                               | Creativity and problem solving                | Kogan Page (I) P Ltd           |
| 5  | Adair, J                                    | Decision making & Problem Solving             | Orient Longman                 |
| 6  | Bishop , Sue                                | Develop Your Assertiveness                    | Kogan Page India               |
| 7  | Marion E Haynes                             | Make Every Minute Count                       | Kogan page India               |
| 8  | Steven L McShane and Mary Ann Glinow        | Organizational Behavior                       | Tata McGraw Hill               |
| 9  | Stephen P. Robbins                          | Organizational Behavior                       | Pretice Hall of India, Pvt Ltd |
| 10 | Michael Hatton<br>( Canada – India Project) | Presentation Skills                           | ISTE New Delhi                 |
| 11 | --  | Stress Management Through Yoga and Meditation | Sterling Publisher Pvt Ltd .   |
| 12 | Richard Hale ,Peter Whilom                  | Target setting and Goal Achievement           | Kogan page India               |
| 13 | Chakravarty, Ajanta                         | Time management                               | Rupa and Company               |
| 14 | Harding ham .A                              | Working in Teams                              | Orient Longman                 |

#### INTERNET ASSISTANCE

1. <http://www.mindtools.com>
2. <http://www.stress.org>
3. <http://www.ethics.com>
4. <http://www.coopcomm.org/workbook.htm>
5. <http://www.mapfornonprofits.org/>
6. <http://www.learningmeditation.com> <http://bbc.co.uk/learning/courses/>
7. <http://eqi.org/>
8. <http://www.abacon.com/commstudies/interpersonal/indisclosure.html>
9. <http://www.mapnp.org/library/ethics/ethxgde.htm>
10. [http://www.mapnp.org/library/grp\\_cnfl/grp\\_cnfl.htm](http://www.mapnp.org/library/grp_cnfl/grp_cnfl.htm)
11. <http://members.aol.com/nonverbal2/diction1.htm>
12. [http://www.thomasarmstron.com/multiple\\_intelligences.htm](http://www.thomasarmstron.com/multiple_intelligences.htm)
13. <http://snow.utoronto.ca/Learn2/modules.html>
14. <http://www.quickmba.com/strategy/swot/>