

COURSE NAME : DIPLOMA IN PRINTING TECHNOLOGY
COURSE CODE : AE/CE/CS/CV/CR/PG/PT/ME/MH/MI/FE/CH/PS/PT/TC/DC/ PN
SEMESTER : THIRD
SUBJECT TITLE : DEVELOPMENT OF LIFE SKILLS-II
SUBJECT COD : 12041

Teaching and Examination Scheme:

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER HRS	TH	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.

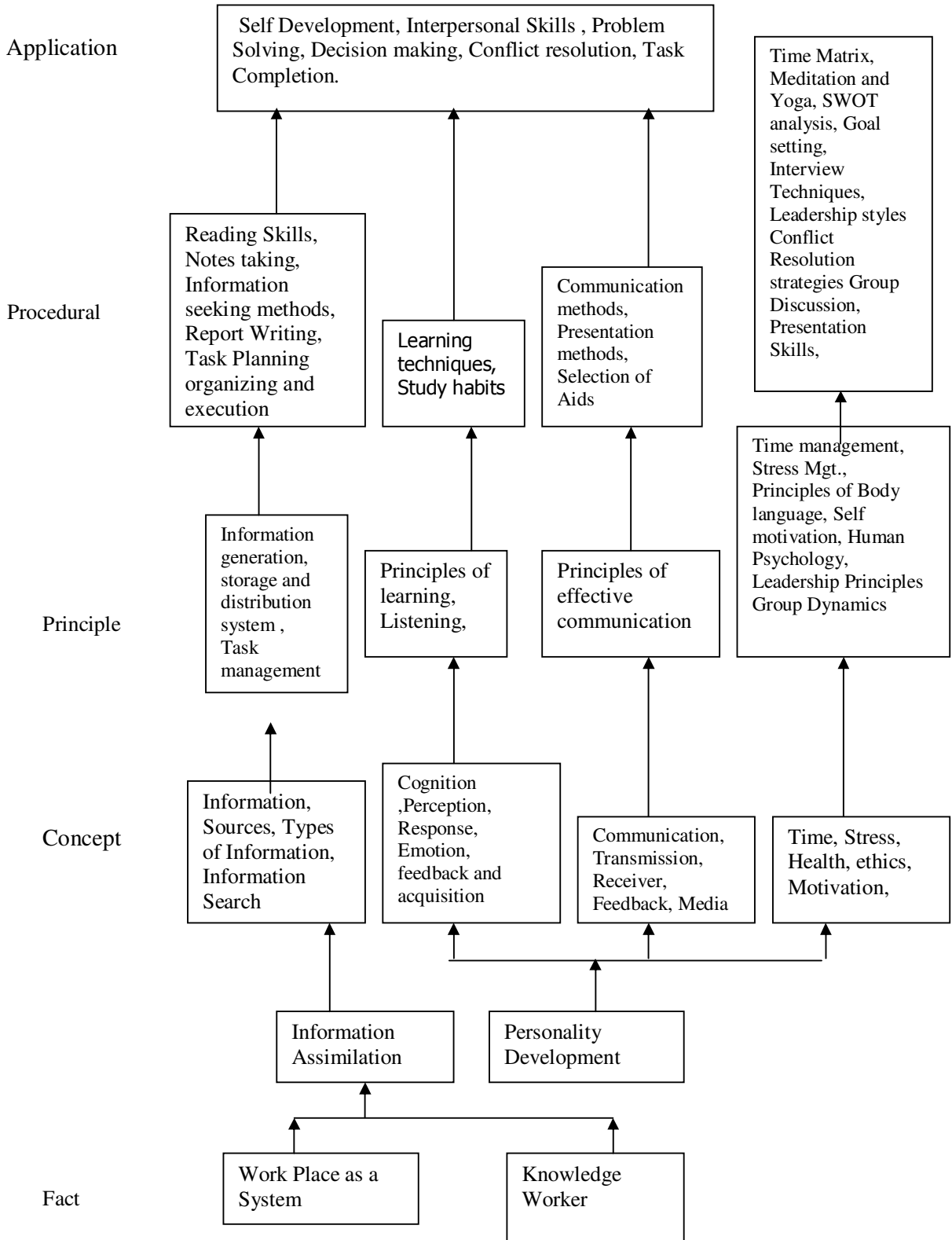
This subject will develop the student as an effective member of the team. It will develop the abilities and skills to perform at highest degree of quality as an individual as well as a member of core group or team. Such skills will enhance his capabilities in the field of searching, assimilating information,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

THE SUBJECT IS CLASSIFIED UNDER HUMAN SCIENCE.

OBJECTIVES: THE STUDENTS WILL BE ABLE TO:

1. Developing working in teams skills.
2. Apply problem solving skills for a given situation.
3. Use effective presentation techniques.
4. Apply techniques of effective time management.
5. Present seminars by using various aids.
6. Apply task management techniques for given projects.
7. Enhance leadership traits.
8. Resolve conflict by appropriate method.
9. Manage tasks and resources.
10. Survive self in today's competitive world.
11. Struggle for survival of organization.
12. Face interview without fear.
13. Behave with moral and ethics.
14. Listen the people to solve their problems in organization.
15. Take decision for welfare of the organization.
16. Convince people to avoid frustration.

LEARNING STRUCTURE:



CONTENTS:

TOPIC NO	CONTENTS	HOURS
1	Social skills Society, social structure, develop sympathy and empathy.	01
2	Swot Analysis – Concept , How to make use of SWOT .	01
3	Inter personal Relation Sources of conflict, Resolution of conflict , Ways to enhance interpersonal relations.	02
4	Problem Solving I)Steps in problem solving, 1)Identify and clarify the problem, 2)Information gathering related to problem, 3)Evaluate the evidence, 4)Consider alternative solutions and their implications, 5)Choose and implement the best alternative, 6)Review II)Problem solving technique. (any one technique may be considered) 1) Trial and error, 2) Brain storming, 3) Lateral thinking	02
5	Presentation Skills Body language -- Dress like the audience Posture, Gestures, Eye contact and facial expression. Presentation Skill – Stage fright, Voice and language – Volume, Pitch, Inflection, Speed, Pause Pronunciation, Articulation, Language, Practice of speech. Use of aids –OHP,LCD projector, white board	03
6	Group discussion and Interview technique – Introduction to group discussion, Ways to carry out group discussion, Parameters— Contact, body language, analytical and logical thinking, decision making Interview technique Necessity, Tips for handling common questions.	03
7	Working in Teams Understand and work within the dynamics of a groups. Tips to work effectively in teams, Establish good rapport, interest with others and work effectively with them to meet common objectives, Tips to provide and accept feedback in a constructive and considerate way , Leadership in teams, Handling frustrations in group.	02

8	Task Management Introduction, Task identification, Task planning ,organizing and execution, Closing the task	02
TOTAL		16

List of Assignment:**SKILLS TO BE DEVELOPED:- THE STUDENTS WILL BE ABLE**

- 1) To search the required information.
- 2) To read different books and organize information.
- 3) To write report.
- 4) To calculate resources required for task.
- 5) To communicate effectively.
- 6) To listen, read and persuade people.
- 7) To innovate by creative thinking.
- 8) To sustain self against stress and fatigue,
- 9) To motivate people.
- 10) To Lead The Group.

List of Assignment (Any eight assignment)

- 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.

LIST OF PRACTICAL FOR PROFESSIONAL PRACTICE

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:**Reference Books:**

Sr. No	Title of the book	Author	Publisher
1	Adams Time Management	Marshall Cooks	Viva Books
2	Basic Managerial Skills for All	E.H. Mc Grath , S.J.	Pretice Hall of India, Pvt Ltd
3	Body Language	Allen Pease	Sudha Publications Pvt. Ltd.
4	Creativity and problem solving	Lowe and Phil	Kogan Page (I) P Ltd
5	Decision making & Problem Solving	by Adair, J	Orient Longman
6	Develop Your Assertiveness	Bishop , Sue	Kogan Page India
7	Entrepreneurship Development	Special edition for MSBTE	Tata Mcgraw Hill
8	Fundamentals of Management	Stephen P Robbins & David A Decenzo	Pearson Education Asia
9	Getting together: Building relationship As we negotiate	Roger Fisher & Scott Brown	Penguin Publications
10	Make Every Minute Count	Marion E Haynes	Kogan page India
11	Organizational Behavior	Pearson Education Asia	Tata McGraw Hill
12	Organizational Behavior	Steven L McShane and Mary Ann Glinow	Tata McGraw Hill
13	Organizational Behavior	Stephen P. Robbins	Pretice Hall of India, Pvt Ltd
14	Presentation Skills	Michael Hatton (Canada – India Project)	ISTE New Delhi
15	Research skills	Kuppuswamy	--
16	Stress Management Through Yoga and Meditation	--	Sterling Publisher Pvt Ltd .
17	Study Skills in English: Tutor and Students Book	Michael J. Wallace	Cambridge University Press
18	Target setting and Goal Achievement	Richard Hale ,Peter Whilom	Kogan page India
19	The handbook of Project Management by	Trevor Young	Kogan Page (I) P Ltd
20	Time management	Chakravarty, Ajanta	Rupa and Company
21	Working in Teams	Harding ham .A	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
11. <http://members.aol.com/nonverbal2/diction1.htm>
12. http://www.thomasarmstron.com/multiple_intelligences.htm
13. <http://snow.utoronto.ca/Learn2/modules.html>
14. <http://www.quickmba.com/strategy/swot/>