

**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	PAPER	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.

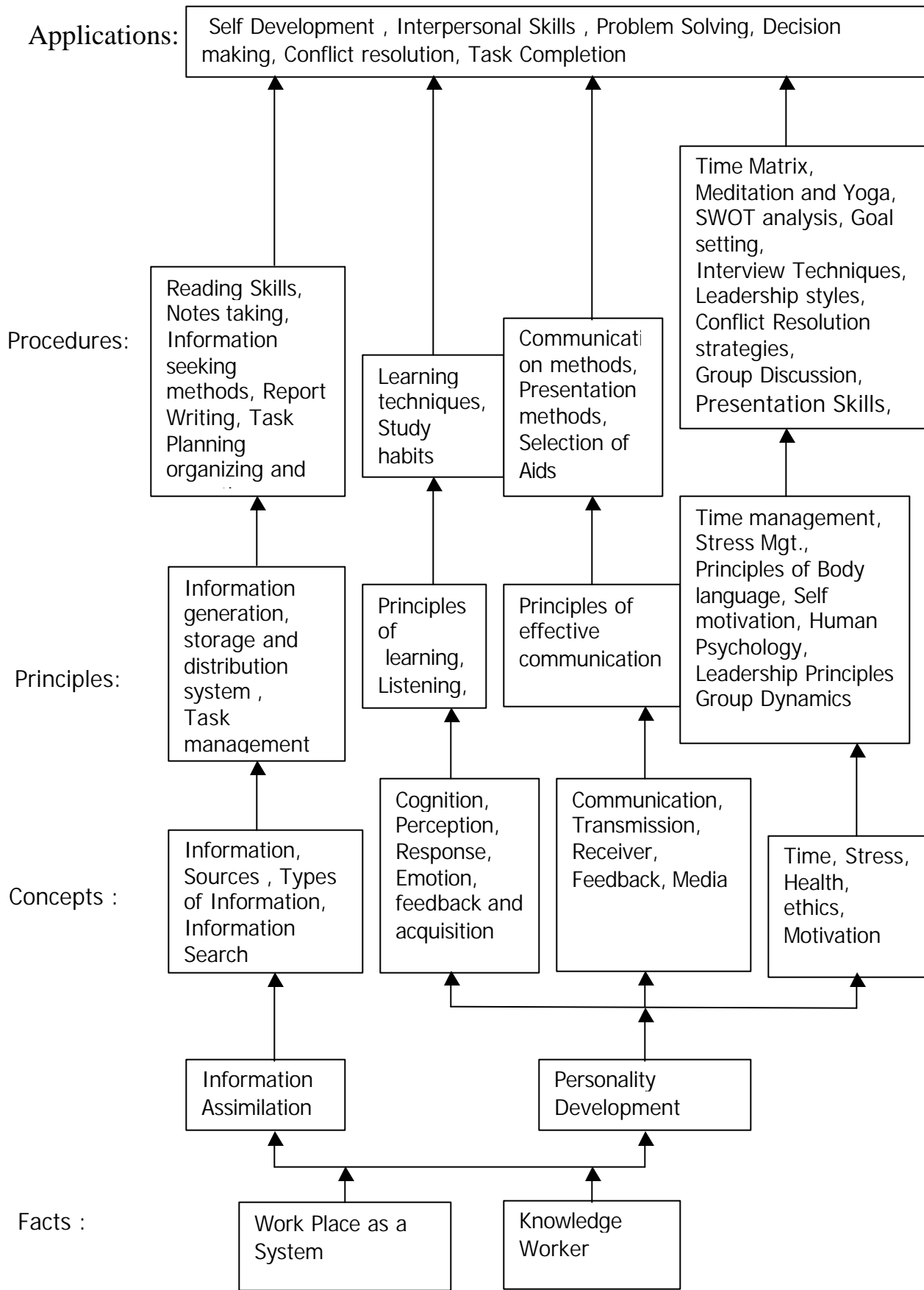
This subject will develop the student as an effective member of the team. It will develop the abilities and skills to perform at highest degree of quality as an individual as well as a member of core group or team. Such skills will enhance his capabilities in the field of searching, assimilating information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

The subject is classified under Human Science .

**Objectives:** The students will be able to:

1. Develop attitude for working in teams
2. Apply problem solving techniques 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
1	<b>Social skills</b> Society, social structure, develop sympathy and empathy.	01
2	SWOT Analysis – Concept , How to make use of SWOT Analysis	01
3	<b>Inter personal Relation</b> Sources of conflict, Resolution of conflict , Ways to enhance interpersonal relations.	02
4	<b>Problem Solving</b> <b>I)Steps in problem solving,</b> 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 <b>II)Problem solving technique .</b> (any one technique may be considered) 1) Trial and error, 2) Brain storming, 3) Lateral thinking	02
5	<b>Presentation Skills</b> 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	<b>Group discussion and Interview technique –</b> Introduction to group discussion, Ways to carry out group discussion, Parameters— Contact, body language, analytical and logical thinking, decision making <b>Interview technique</b> Necessity, Tips for handling common questions.	03

7	<b>Working in Teams</b> 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	<b>Task Management</b> Introduction, Task identification, Task planning ,organizing and execution, Closing the task	02
		16

### CONTENTS: Practical-

#### List of Assignments: (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:

#### 1. 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	Make Every Minute Count	Marion E Haynes	Kogan page India
8	Organizational Behavior	Steven L McShane and Mary Ann Glinow	Tata McGraw Hill
9	Organizational Behavior	Stephen P. Robbins	Pretice Hall of India, Pvt Ltd
10	Presentation Skills	Michael Hatton ( Canada – India Project)	ISTE New Delhi
11	Stress Management Through Yoga and Meditation		Sterling Publisher Pvt Ltd
12	Target setting and Goal Achievement	Richard Hale ,Peter Whilom	Kogan page India
13	Time management	Chakravarty, Ajanta	Rupa and Company
14	Working in Teams	Harding ham .A	Orient Longman

#### 2. 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.mapforprofits.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/>