

Course Module
SYLLABI
For
Value Added Course
Certificate Course in Life Skills and Personality
Development

Offered by
Department of Journalism and Mass
Communication



TECNIA INSTITUTE OF ADVANCED STUDIES
GRADE "A" INSTITUTE

Approved by AICTE, Ministry of Education Govt. of India, Affiliated to GGSIP University
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Management Systems for
Business Organizations
Quality Management Systems

Course Module
Value Added Program
Course Module Structure

S: No.	Contents Deliverance	Learning Outcomes
1	Introduction to Life Skills (5hrs)	Students will gain an understanding of the fundamental life skills necessary for personal and professional success, including thinking, social, and emotional skills.
2	Self-Awareness and Personal Development (5hrs)	Students will develop a deeper understanding of themselves, enhance self-esteem, and learn techniques for personal growth and goal setting.
3	Communication Skills (5hrs)	Students will acquire effective verbal and written communication techniques to enhance interpersonal interactions and professional presentations.
4	Interpersonal Skills (5hrs)	Students will develop the ability to build positive relationships, collaborate effectively in teams, and resolve conflicts constructively.
5	Emotional Intelligence (5hrs)	Students will learn to recognize and manage their emotions, develop empathy, and effectively handle interpersonal relationships.
6	Critical Thinking and Problem Solving (5hrs)	Students will enhance their ability to analyze information, think creatively, and apply effective problem-solving strategies in various contexts.

Evaluation Pattern: On the basis of Quiz test, Class Presentation followed by Viva Voce

Total Duration required: 30 Hours

References:

1. World Health Organization (WHO). (1997). Life Skills Education in Schools. Available at: WHO Life Skills Document
2. Covey, S. R. (1989). *The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change*. Simon & Schuster.
3. Rogers, C. R. (1961). *On Becoming a Person: A Therapist's View of Psychotherapy*. Houghton Mifflin Harcourt.
4. Patterson, K., Grenny, J., McMillan, R., & Switzler, A. (2011). *Crucial Conversations: Tools for Talking When Stakes Are High*. McGraw-Hill Education.
5. Salovey, P., & Mayer, J. D. (1990). *Emotional Intelligence*. *Imagination, Cognition and Personality*, 9(3), 185-211.
6. Paul, R., & Elder, L. (2014). *Critical Thinking: Tools for Taking Charge of Your Professional and Personal Life*. Pearson.