



TECNIA INSTITUTE OF ADVANCED STUDIES
GRADE "A" INSTITUTE

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Recognized Under Sec. 2(f) of UGC Act 1956
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Syllabus of Value Added Course

Certificate Course on Life Skills and Personality Development

COURSE CODE: CCLSPD	L:2	T/P:0	CREDITS: 2	TOTAL MARKS:100
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Course Overview:

This course focuses on developing essential life skills for personal and professional success, including critical thinking, emotional intelligence, and effective communication. Students will enhance their self-awareness, boost self-esteem, and learn techniques for personal growth and goal setting. Through this course, students will master verbal and written communication, enabling them to improve interpersonal interactions and presentations. Additionally, they will learn to build positive relationships, collaborate effectively, and resolve conflicts. The course also emphasizes emotional regulation, empathy, and creative problem-solving strategies for real-world application.

Course Outcomes:

1. Students will gain an understanding of the fundamental life skills necessary for personal and professional success, including thinking, social, and emotional skills.
2. Students will develop a deeper understanding of themselves, enhance self-esteem, and learn techniques for personal growth and goal setting.
3. Students will acquire effective verbal and written communication techniques to enhance interpersonal interactions and professional presentations.
4. Students will develop the ability to build positive relationships, collaborate effectively in teams, and resolve conflicts constructively.
5. Students will learn to recognize and manage their emotions, develop empathy, and effectively handle interpersonal relationships.
6. Students will enhance their ability to analyze information, think creatively, and apply effective problem-solving strategies in various contexts.

Module 1

- Introduction to Life Skills (5hrs)

Module 2

- Self-Awareness and Personal Development (5hrs)

Module 3

- Communication Skills (5hrs)

Module 4

- Interpersonal Skills (5hrs)

Module 5

- Emotional Intelligence (5hrs)

Module 6

- Critical Thinking and Problem Solving (5hrs)

Examination Scheme:

Components	Marks	Grading Marks
Quiz Tests/Class Assignments/ Home Assignments	40	4
Seminar/ Class Presentations/ Class Performance	30	3
Viva-voce	30	3
Total	100	10

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.