

INTERNATIONAL
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SKILLS GUIDE

FOR GRADE VII TO IX

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Collaborative Skills

Leading Others

- Consensus in groups.
- Constructive criticism
- Team-building skills
- “KEWS ” – A guide to right decision making
- Understand the importance of ethical thinking for smarter decision-making
- Learn that effective communication requires written, verbal and nonverbal skills
- Identify the barriers to effective communication, specifically lack of listening
- Short-term goals, long-term goals and vision
- Personal goals influence one’s own vision and vice versa
- Conflicts of one’s personal vision with that of the group’s vision
- Importance of contributions of others in the group’s vision
- “CIRICIRI” – the magical recipe of personality traits for making leaders
- The 3S formula
- VALUES

Values and Ethics

- Develop empathy
- How our actions affect people around us
- Good and bad actions
- Guidelines of ethics
- To formulate Online community service campaign
- Professional ethics
- Criteria required for a profession
- Integrity and compromise
- Work ethics for all professions
- Purity and Integrity
- Realize value of Commitments
- Universal Ethical Capabilities of Individuals
- Obligations and Answerability for Actions
- Liability or Merit Stress and what it leads to
- What happens when we are stressed?
- How to manage Stress?
- Self-respect and Self-esteem as a psychological concept

Economic Common Sense

- The concepts of Scarcity of Resources.
- How scarcity affects in making choices
- What is Trade and how it comes into play to deal with Scarcity
- Opportunity cost
- How opportunity cost is related to Scarcity and decision making
- Specialization; why it occurs and its effects
- Trade, its history, its types and its importance
- Advantages and Disadvantages of types of Trades
- Concept of Money
- Who prints money and how they decide about how much they can print
- Role of government policy about Money
- Knowing what is Currency and its forms
- The characteristics of Money (Durability, Divisibility and Portability)
- Ways to prevent copying, or “counterfeiting,” the currencies.
- Market and its Characteristics
- Demand & Supply
- The Laws of Demand and Supply
- Surplus, Shortage and Equilibrium

Teamwork

- Assertive behavior
- The behavior of Sharing
- The role of communication
- To help learners understand the steps required to solve a Problem
- Fear and Strategies to overcome them
- Managing one's own behavior
- The importance of self-discipline

Empathy

- Name calling
- Mutual trust and friendship
- Qualities of empathic listening
- Linking empathy with compassion
- Self-esteem and confidence of self and others
- Explore the expectations parents and teens have of one another
- Identify and express feelings
- Strategies and skills of support for purposes of helping a peer
- Peer pressure: a challenge and strategies for saying “No”

Presentation Skills

- Introduction to Presentation Skills
- How much time to spend on presentation
- Get started with your presentation well in advance
- Assess your audience’s expectations
- The venue
- Focus on your delivery more than the details
- Test-driving your talk
- Use the power of three
- Buy yourself 10% extra confidence
- Preparing for the first 60 seconds
- Body language
- How to manage a Q/A session
- Finish with a bang
- Follow up

Social Media

- The bug of social media
- The impact of social media in society
- Different types of social media skills: Express, Impress, Engage, Influence
- Ways to express in social media
- Creating a social media reputation
- Managing your social media reputation
- Engage in sensible conversation
- Grow and foster engaged social media communities

Environment & Sustainability

- Environmental ethics
- Identify the toxic substances
- Understand the health hazards due to such substances
- The hazards of global climate change
- The life cycle of a product from its manufacture to its disposal
- Define carrying capacity of earth
- The need to control human population growth
- New techniques of eco-friendly agriculture
- Vegetable seed preservation
- Genetic engineering
- Identify the amount of resources that can be used without damaging the environment
- Evaluation and optimization of the industrial impact over environment
- Protection of the native species and their habitat
- Production of sustainable resources

Research & Analytical Thinking

- Thinking about Methods: Everyday research skills, Which method is best? Families, approaches and techniques, Action research, Case studies, Experiments, Surveys, Which methods suit? Deciding about methods.
- Reading for research: Why read? Coping with the research literature, Basic reading strategies, Using libraries, Using the Internet, Good enough reading, Reading about method as well as subject, Recording your reading, The literature review, Issues in reading.

Collaborative Skills

- Introduction to collaborative skills
- Identify steps to enhance your collaborative skills
- Explain why collaboration is important in life
- Evaluate your existing collaborative skills
- Demonstrate different approaches to collaboration
- Demonstrate how to be successful in collaboration

Personal Finance

- Personal Finance and terms related to it
- Making a personal budget
- Spending decisions
- Facilities of financial institutions, primarily Banks
- Benefits of savings, investment and the concept of interest
- The significance of financial plans and a positive financial behaviour
- Good decision makers and planners
- Economic reasoning and identify fraudulent money objects or activities
- Personal bankruptcy, income and paying taxes
- Interest and difference between Simple and Compound interest
- Choosing a career path

Smart Consumer Literacy

- Customer safety policies and bylaws
- Five guidelines of refund policy
- Understand fraud prevention
- Learn 10 quick tips of smart consuming
- Pre shopping
- Post shopping
- Online shopping
- Where to seek help, information, and advice
- How most companies market and sell their products and services
- Consumer rights
- Responsible and informed choices and purchase decisions
- Researching, comparing and analyzing product information
- How to manage finances and avoid debt
- Economic and social impact of every consumer decision
- Societal and environmental impact of living in a consumer society
- Negotiating, offering constructive complaints and resolving problems

Decision Making

- Introduction to Decision Making and its importance
- Decision Making: Consensus, Voting, Negotiation
- Types of decision making
- Snap decisions and its effects
- Relating personal needs, interests, and skills to the process of making decisions
- Steps in Decision Making
- Recognize the problem or opportunity and Analyze the situation
- Goals and Alternatives
- Consequences and the best alternative
- Decision in action, Responsibility and Evaluation

Negotiation

- What is Negotiation?
- The Difference between Selling and Negotiation
- The nature of Negotiation
- The stages of Negotiation
- Building relationships
- Communication
- Persuasion and Influence
- Ethics in Negotiation
- Cross Cultural Negotiation
- Conflict resolution in Negotiation
- Disputes and third party help
- Applying the tips and tricks of Negotiation

Critical Thinking & Problem Solving

- Critical Thinking and its importance
- Highlighting reasons for any action
- Curiosity and Asking questions
- Biases and Conclusions
- Analyze, Categorize and Synthesize information
- Judgment, Fact, Opinion, Premises

Goal Setting

- Knowing what is a Goal
- The importance and benefits of setting Goals
- How to set Goals
- Setting goals and Motivation
- To know what to Do and what Not to Do when setting goals
- Understanding the goals: Immediate Goals, Short Term Goals, and Long Term Goals.
- How to set Goals

Entrepreneurship

- Deciding location in business
- Marketing and branding
- Understanding why marketing and branding are important to business
- 4 Ps of marketing and what they are
- Teamwork and its importance
- Marketing Mix
- Leadership in a variety of situations
- Communication skills and Creativity in business
- Taking risks in business
- Managing the business

Virtual Productivity

- Concept of use of Information, Synthesis and analysis of information and also evaluation
- Sequential program execution; Syntax and structured logic
- Transform information gathered to a form
- Exposure to presentation skills, structuring presentations, creating web pages, creating and publishing content online. Increase efficiency in typing.
- Increased awareness of security; sharing photos or personal information over email
- Concept of syntax and structured logic, exposure to various thinking tools, data visualization, data representation
- Concept of Boolean logic, pseudo code, simple algorithms. Elementary searching and sorting techniques
- Using spreadsheet application, Data sorting/filtering, generating graphs; Command line skills

Effective Communications

- What is Communication?
- Importance of Communication
- Communication Skills
- The Communication process
- Resolving conflicts
- Better feelings and ability to relate to others
- To help each participant learn and practice active listening skills
- To understand types of questioning and practice effective questioning
- Help understand, identify, clarify, and learn the other person's issues, needs, and perspective

Creativity and Innovation

- The meaning of creativity and innovation and the barriers impacting creative thinking process
- Thinking and implementing that creativity to innovate
- Creative ideas to practice in the real life situations.
- Use of limited and available resources and creativity
- Multiple ways to solve a problem by thinking creatively and differently
- Strategies to enhance the creative thinking process
- Multiple answers to a situation