

INTERNATIONAL
LifeSkills
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SKILLS GUIDE

FOR GRADE X TO XII



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Personal Branding

Leading Others

- Identifying ways to capitalize on individual strengths and improve areas of personal weakness
- Recognize the ongoing benefits of self-analysis
- Evaluate one's own decisions and actions in terms of short- and long term consequences
- Evaluate one's own behaviors in terms of their positive or negative effects on others
- Create strategies to utilize the strengths and diminish the limitations of group members
- Ways to organize and delegate responsibilities
- Leadership skills to encourage cooperation and collaboration among groups with different needs and concerns
- Effective leadership qualities, such as integrity and wisdom
- Leadership traits on economic and political systems
- Leadership theories that explore different styles/types of leadership
- The dynamic nature of leadership roles
- Four major leadership roles
- The strengths and challenges of each leadership role
- Leaders as followers and followers as leaders
- The effects of changing situations upon leadership roles in the family, classroom, school, community, state, nation, and world
- Working toward consensus in heterogeneous groups and facilitate the mediation of conflict
- Motivate team members individually and collectively to collaborate to achieve a common purpose
- Implementing, monitoring progress toward and evaluating solutions
- Vision using persuasive techniques
- Motivating others to act according to the group's vision
- Respect for the freedoms and civil rights of others
- Setting the priorities by which needs are addressed in a community
- Knowing that citizenship requires gathering information, making informed choices and acting responsibly
- Recognizing the importance of volunteering for additional duties in class, school, locality, state, nation and world, and leading a group
- Knowing the methods that leaders use to take care of and preserve their school, local, state, national and world communities
- Making and justifying decisions in situations where society or any community needs are more important than individual benefits
- Understanding the importance of selflessness
- Importance of encouraging others to volunteer for community service

Ethics and Values

- Morals and Ethics independently and individually
- Moral dilemmas and how to confront different Moral Dilemmas
- Expressing and managing Emotions
- Professions and Professionalism
- Personal and Professional Ethics
- Business Ethics
- Religious Ethics
- Methods used to solve an Ethical Problem
- The meaning of White Collar Crime
- IPR-Intellectual Property Rights
- The essential elements of IPR: Patents, Copyrights, Trademarks and Trade Secrets.

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
- The concept of 'Inflation', its causes and how to control it
- Profits, Margin & Losses
- Wages and employment opportunities
- What is Saving and why it is important
- Government saving and its impact on individuals
- Identify the concept of budget and value of planning the budget
- Monthly budget and plan monthly saving
- Define Trade Off and discuss the benefits of Trade Off

Teamwork

- The value of cooperation
- The concept of responsibility
- Building relationships with team members
- Characteristics of a successful teamwork experience
- The five tenets of cooperative learning
- The need to develop teamwork skills
- Problems associated with organizing and managing teams
- Realize the importance of providing an instructional framework to nurture teamwork
- Team Development: Basic principles of group development and interpersonal dynamics
- Interpersonal Style: Recognizing and capitalizing on differences in style and perspective
- Conflict Management: Principles of problem-based conflict management
- Participation: Understanding of and willingness to be fully involved in team efforts
- Active Listening: Conveying understanding and using listening skills to move a conversation forward
- Feedback: Giving and receiving constructive criticism
- Influencing others: Persuading others through well-reasoned use of facts and clear conveyance of ideas
- Sharing Information: Providing and reviewing information in a timely manner
- Defining a Problem: Identifying and articulating the problem to be solved.
- Innovation/Idea generation
- Judgment/Using facts: Reaching conclusions based upon clear analysis of facts and ideas
- Reaching Consensus: Ensuring buy-in and commitment to decisions reached
- Establishing directions and standards: Helping create plans and structure for the team
- Managing meetings: Using principles of effective team meetings
- Personal conduct: Demonstrating personal responsibility to the team and respect for team members
- Leadership: Being proactive and moving EFFECTIVE

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

Empathy & Compassion

- 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

Personal Finance

- Money management habits
- The significance of budgeting
- Money amounts as percentages
- Mixed economy and the role of producers/consumers
- Financial services and institutions
- Supply - demand and interest
- Credit, debit and credit/debit cards
- Online commerce
- Fraud in finance
- Career choices
- Job skills and conceptualize entrepreneurship
- Consequences of gambling.

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

Effective Communications

- Filters for Communication
- Face to Face Communication (Verbal and Non-Verbal)
- Tone of Voice
- Body Language
- Verbal Communication and Physical Communication
- Different styles of Communication
- Introduction to Listening Skills and its importance
- Understanding Active listening

Creativity and Innovation

- Alternate ways to solve a problem by using creative thinking skills
- Implementing creative ideas and putting them to practice to innovate and create something new and different from the original
- Creative thinking skills and strategies
- What constitutes creativity and identify examples of innovation in the world
- Identifying the five most important misconceptions

Goal Setting

- Understanding F.R.A.M.E: Fantasize, Reality, Aim, Method, Evaluation
- To know what is S.M.A.R.T Goals
- To understand why SMART Goals is the way to success
- To know which is and which is not a SMART Goal
- How to Prioritize Goal
- Keeping a track of Progress
- Rewarding yourself

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

Global Citizenship

- Global Citizenship and its meaning
- Global citizenship and national citizenship
- Essential knowledge, skills, and attitudes of a global Citizen
- Issues of local and global significance
- Human rights and their protection
- Global citizenship and the environment

Self Management

- Knowing different approaches towards Learning: Surface Learning, Deep Learning, Strategic Learning
- Reflecting on your skills and developing them: Time Management, Delegation, Managing Workload and Stress
- Interpersonal communication
- Assertiveness
- Technological skills
- Identifying time-wasters in Time Management
- Identifying factors for Work Pressure and Stress
- Identifying the symptoms of Stress
- Identifying types of pressures causing Stress

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 where it can be presented
- 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