

## Certificate Course

### LIFE SKILLS

#### Course Structure

Module	Hours	Credits
<b>Unit 1: Life Skills</b> Life Skills: Understanding Life Skills and Life Skills Education, Conceptual Basis of Life Skills: Definition, Need and significance, Evolution and Development of the Concept of Life Skill Education, Role in Life Skills Education.	7	.50
<b>Unit 2: Critical Thinking and Creative Thinking</b> Critical thinking: Qualities of a critical thinker; Making objective judgements about choices and risks; Resisting media influence on attitudes; Handling criticism. Analytical thinking, Strategies to enhance critical thinking Creative thinking: Developing capacities to think in creative ways; Generating new ideas; Networking. Out-of –the box thinking, stages of creative thinking, factors hindering creative thinking.	7	.50
<b>Unit 3: Decision-Making and Problem Solving</b> Decision making: Learning basic steps for decision making; Making apt decision in a difficult situations; Importance of decision making in life. Problem solving: Basic steps for problem solving; generating solutions to difficult problems or dilemmas; Conflict resolution and ways to resolve conflicts.	1	.50
<b>Unit 4: Interpersonal Relationship and Effective Communication</b> <b>Interpersonal relationship skills:</b> Steps to improve interpersonal skills; Learning the value relationships with friends and family; Forming support seeking and building relationships; Importance of friendships and negotiating <b>Communication:</b> Basic verbal and nonverbal communication skills; Using assertiveness for communication; Effective use of body language; Accessing and analysing information. How to improve communications in daily life to improve interpersonal relationships. Effective Listening, Negotiation Techniques & Process, Barriers of Communication, Presentation Skills.	7	.50
<b>Unit 5: Coping with Stress and Coping with Emotions</b>	7	.50

Coping with stress: Identifying sources of stress; Methods for coping in stressful situations; Coping in situations of adversity, Strategies to Manage Stress. Coping with emotions: Learning to express emotions; Recognition of the expression of different emotions; Understanding how emotions affect the way we behave; Coping with emotional distress.		
<b>Unit 6: Self-Awareness and empathy</b> <b>Self-awareness:</b> Self-awareness; Knowledge vs. awareness; "me as a unique person"; Self-control & self-confidence; Exploring personal strengths; My rights and responsibilities. <b>Empathy:</b> Understanding how people are alike and how we differ; Learning to appreciate the differences between people; Avoiding prejudice and subjectivity. How to practice self-awareness and empathy in our daily life, Difference between: Sympathy, Empathy and Altruism.	7	.50
<b>Practices: Life Skill sessions in Schools.</b>	8	1
	44	4

## Reference

1. Adolescence and Life Skills (2003) Commonwealth Youth Programme Asia Centre, Tata Mc Graw- Hill
2. Darkar Framework for Action, Education for All: Meeting our Collective Commitments, (April 2000), Dakar, Senegal.
3. Family Health International, NACO, USAID (2007), Life Skills Education tool kit for Orphans and vulnerable children in India
4. Hilgard, E, Atkinson R C & Atkinson R L (1976), Introduction to Psychology (6th Ed), IBH Publishing Co., Pvt Ltd. New Delhi.
5. Life Skills Resource Manual, Schools Total Health Program, (2006), Health Education and Promotion International Inc., Chennai.
6. Global Evaluation of Life Skills Education Programmes Final Report, United Nation
7. Nair VR(2010). Life Skills Personality and Leadership. RGNIYD, Tamilnadu
8. Nair, Radhakrishnan (2010). Manual for Life Skills Assessment Scale. First edition. Tamilnadu: School of Life Skills Education and Social Harmony- RGNIYD
9. Nair, Radhakrishnan (2010). Life Skills Assessment Scale. Tamilnadu: School of Life Skills Education and Social Harmony- RGNIYD
10. Rao P.L. (2008) Enriching Human Capital Through Training and Development, Excel Books, Delhi.
11. RGNIYD. (2008).Facilitators Manual on Enhancing Life Skills. Tamil Nadu
12. Singh Madhu, (2003), Understanding Life Skills, Background paper prepared for Education for All: The Leap to Equality

13. Stella Cottrell, (2008), The Study Skills Handbook, Palgrave Macmillan Ltd. (3rd Ed), New York
14. UNESCO and Indian National Commission for Co-operation with UNESCO(2001): Life Skills in Non-formal Education: A Review
15. Wallace R. Masters, (2001) Personal Development for Life and Work: UK, South Western.
16. YUVA School Life Skills Programme: Handbook for Teachers, Vol. I – IV, (2008), Department of Education and State Council of Educational Research and Training, Delhi.

#### **Web Sites:**

- UNESCO – <http://www.unesco.org/>
- UNFPA - <http://www.unfpa.org/>
- UNICEF - <http://www.unicef.org/>
- United Nations - <http://www.un.org/>
- WHO - <http://www.who.int/en/>
- India Portal - [www.indiaportal.gov.in](http://www.indiaportal.gov.in)
- [http://hhd.org/sites/hhd.org/files/paho\\_lifeskills.pdf](http://hhd.org/sites/hhd.org/files/paho_lifeskills.pdf)
- [http://www.who.int/school\\_youth\\_health/media/en/sch\\_skills4health\\_03.pdf](http://www.who.int/school_youth_health/media/en/sch_skills4health_03.pdf)
- [http://wikieducator.org/Introduction\\_to\\_life\\_skills\\_education](http://wikieducator.org/Introduction_to_life_skills_education)
- <https://www2.ed.gov/offices/OVAE/AdultEd/OCE/LifeSkills/intro.html>
- <https://www.britishcouncil.gr/sites/default/files/life-skills-developing-active-citizens-en.pdf>
- <http://www.macmillanenglish.com/uploadedFiles/wwwmacmillanenglishcom/Content/Campaigns/life-skills/The-Life-Skills-Handbook.pdf>
- [https://www.unodc.org/pdf/youthnet/action/message/escap\\_peers\\_07.pdf](https://www.unodc.org/pdf/youthnet/action/message/escap_peers_07.pdf)