



MIER COLLEGE OF EDUCATION (Autonomous)

Recognised by the J&K Govt. and permanently affiliated by the University of Jammu

Accredited by the NAAC with A+ Grade

REPORT OF LIFE SKILLS PROGRAMME

The College conducted life skills programme for the students of UG and PG departments with the aim of inculcating in the students both personal and professional skills in the areas of-

- understanding of self and others
- interpersonal skills
- high performance teams
- leadership potential
- communication & presentation skills
- Digital literacy
- techniques of problem solving and decision making
- fostering creativity and innovation through design thinking
- universal human values

The following modules were covered during the sessions:

S.No.	Module	Resource Person	Dates
1.	<ul style="list-style-type: none">• Communication Skills	Mrs. Maneka Khanna	<ul style="list-style-type: none">• 15th November - 3rd December 2021• 15th November -30th November 2021• 13th December-24th December 2021• 14th February-3rd March 2022• 7th March -16th March 2022
2.	<ul style="list-style-type: none">• Digital Literacy	Mrs. Rohini Sharma Mr Rajan Slathia	<ul style="list-style-type: none">• 21st February - 24th February 2022• 2nd March-5th March 2022
3.	<ul style="list-style-type: none">• Professional Skills and Team Skills	Mrs. Neetu Dhar	<ul style="list-style-type: none">• 24th- 27th May 2022

4.	<ul style="list-style-type: none"> Innovative Leadership and Design Thinking 	Ms. Jasleen Mohial	<ul style="list-style-type: none"> 31st May-3rd June 2022
5.	<ul style="list-style-type: none"> Universal Human Values 	Mr. Vickrant Mahajan	<ul style="list-style-type: none"> 1st - 3rd August 2022
6.	<ul style="list-style-type: none"> Career Skills 	Mr. Pranav Gandotra Mrs. Maneka Khanna	<ul style="list-style-type: none"> 24th August 2022

Brief report of each session:

1. Communication Skills

English communication skills workshops integrate grammar, vocabulary, listening, speaking, reading, pronunciation, and writing — all in an engaging and interactive activities. The resource person focused on fluency in different areas of English through activities that emphasize on oral and written expression. The workshops included-

- Discussion, brainstorming and debates
- Group work and tasks
- Communication exercises
- Reading and listening comprehension exercises
- Vocabulary and written exercises
- Grammar exercises
- Conversation techniques
- Role playing

Learning Outcomes Achieved:

Students were able to-

1. Understand the techniques of effective listening
2. Comprehend common phrases, short dialogues, correct pronunciation and expressions.
3. Read and make use of the texts more effectively.
4. Utilize reading skills to improve upon their speaking and writing skills.
5. Improve fluency while speaking.
6. Write varied contexts like E-mails, Resumes and Reports.

Students' Feedback

A range of feedback was collected from the learners

➤ *Through E-mail-*

About the course and its contents

- The students found the course content appropriate according to their need.
- Content designed was according to language level of the students.
- It covered all the four language skills i.e., Listening, Speaking, Reading and Writing.

About the trainer

- Trainer was well prepared and conducted the classes effectively and efficiently with a variation of activities.

Suggestions for Improvement:

- Learners were keen to have the programme for a longer period of time.

➤ Interaction with the Chairperson

Learners interacted with the Chairperson and gave their feedback and expressed gratitude for organising the communication classes. During the interaction students were able to effectively communicate their ideas, learning outcomes and suggestions thereby displaying their speaking skill. They spoke eloquently and without any hesitation.

2. Digital Literacy

The workshop was designed for the students to make them understand and learn the basics of Microsoft Office Suite (MS Office). As MS Office has become an essential basic technical skill that every aspiring professional must have, the workshop provided all the basic understanding of MS Excel, MS Word and MS PowerPoint to enable the students to use the tools effectively. A brief introduction was also given about some basics facts about internet, different browsers and search engines, social media along with asking the students to speak about social media, as they are active users of this facility.

Learning Outcomes Achieved:

1. The students understand how the internet and the World Wide Web work and can use them for communication and collaboration.
2. They have become aware of and abide by the principles of netiquette.
3. The students are able to –
 - Identify basic terms, concepts, and functions of computer system components.
 - Identify basic concepts of organization and procedures for creating, and viewing will software presentation such as PowerPoint.
 - Select and use the appropriate software application to complete a particular task such as a word Processing skills to create, save and modify documents.
 - Identify basic concepts and procedures for creating, viewing, and managing files, and folders for different operating systems.

Students' Feedback: Students' feedback was collected online through a feedback form created for the purpose to ascertain the effectiveness of the trainer and the workshop.

About the course and its contents

- The students found the course content appropriate according to their need.
- The content designed was according to their interest
- It covered all basic knowledge about word, excel, PowerPoint and access of internet.

About the trainer

- Trainers were well knowledgeable and conducted both theory and practical sessions effectively.

Suggestions for Improvement:

- Time duration of the workshop can be increased for better hands on practice.

3. Professional Skills and Team Skills

The four day session included topics ranging from presentation skills, trust and collaboration, brainstorming and social & cultural etiquettes. The resource person described the various strategies to prepare and present presentations. She further highlighted the role of trust in creating a collaborative team. Through group and individual brainstorming exercises students were acquainted with techniques for idea generation, showcasing, sharing and maximization of new ideas. Students also prepared a list of social etiquette people practice in social settings. They were asked to share their experiences with culturally divergent people. Whether they felt any problems? If yes, how did they resolve such issues? An informal way through activities such as "ice breakers" helped the students to get to learn more about each other by asking questions and sharing information about their backgrounds.

Learning Outcomes Achieved:

Through activities such as ice-breakers, group discussions, think-pair-share, etc. the students were able to:

1. Appreciate and understand the importance of building trust with others.
2. Through speaking activities they were able to overcome the fear of being judged as a team member.
3. Describe and practice group and individual brainstorming.
4. Generate, share and maximize new ideas with the concept of brainstorming.
5. Describe and use social and cultural etiquettes in role play for effective interpersonal relationship.

Students' Feedback: Students' feedback was collected online through a feedback form created for the purpose to ascertain the effectiveness of the trainer and the workshop.

About the course and its contents

- The content of the workshop enabled the students to learn the skill and art of effective presentation in front of an audience. They found the course content appropriate as it emphasized the importance of team work.
- It covered different aspects of personality development and basic human etiquettes.

About the trainer

- The students were satisfied with the trainer's ability to design group activities and assignments for effective learning.
- The trainer was able to effectively generate interest and enthusiasm among students.

Suggestions for Improvement:

- Students were keen to have additional resource materials related to the topics.
- Content can be further modified for the level of PG students. Direct situational life skill examples would make the workshop more effective.

4. Innovative Leadership and Design Thinking

The session was designed to help students to develop essential skills to influence and motivate others, inculcate emotional and social intelligence and integrative thinking for effective leadership. Through video presentations, the students were motivated to create and maintain an effective team, to work for the society and nurture a creative mindset. They were introduced to the concept of design thinking for educators and how to develop human-centric solutions for creating social good.

Learning Outcomes Achieved:

The students, through reflection on case studies, discussions and group learning were able to:

1. Examine the qualities of innovative leaders and understand/assess their skills, strengths and abilities that affect their own personal leadership style.
2. Learn a set of practical skills such as time management, self-management, handling conflicts, team leadership, etc.
3. Understand the design thinking approach for leadership
4. Appreciate the importance of ethics and moral values for making of a balanced personality.

Students' Feedback: Students' feedback was collected online through a feedback form created for the purpose to ascertain the effectiveness of the trainer and the workshop.

About the course and its contents

- The students found the workshop to be relevant and practical especially with regard to design thinking for students and educators.
- The workshop provided them with the opportunity to enhance their knowledge about innovative leadership and ethics.

About the trainer

- The students were satisfied with the trainer's knowledge, communication skills, clarity & preparation of the subject.
- The students were also appreciative of the effectiveness of the trainer and her ability to draw of responses from the students.

Suggestions for Improvement:

- More activities should be included keeping in view the duration of each session and to increase students' participation.
- PowerPoint/ resource material should be shared with the students of the topics covered.

5. Career Skills

The module focused on the objectives of helping student acquire career skills and fully pursue to partake in a successful career path. They were shown sample resumes and given pointers on how to prepare a good resume. Some exemplary resumes were provided to students to evaluate, as a small group assignment on the basis of essential components. The students were asked to identify the errors made in resumes. The resource persons also explained the concept of SWOT analysis in order to identify their strengths and weaknesses. They described the meaning and types of interviews. Important questions generally asked in a job interview were shared with students along with the common errors people make during an interview.

Learning Outcomes Achieved:

The students were able to:

1. Prepare their resume on an appropriate template without grammatical and other errors and using proper syntax.
2. Enlist the common errors generally made by candidates in an interview.
3. Explore sources (online/offline) of career opportunities.
4. Identify career opportunities in consideration of personal potential and aspirations.

Students' Feedback: Students' feedback was collected online through a feedback form created for the purpose to ascertain the effectiveness of the trainer and the workshop.

About the course and its contents

- The students found the workshop to be useful as it focused on the pertinent topic of career planning and progression.
- The workshop provided them with the opportunity to understand the nuances of interview skills and preparation of resumes.

About the trainer

- The trainers were able to respond to student's queries regarding resumes, group discussions and interview questions.
- They were articulate and comprehensible.

Suggestions for improvement

- More visual aids can improve the effectiveness of the workshop.
- Duration of the workshop can be increased.

6. Universal Human Values

Truth, love, peace, non-violence and righteous conduct were the core Universal Human Values that were highlighted during the session. The sessions aimed at making students conscious about universal human values in an integral manner, without ignoring other aspects that are needed for learner's personality development.

The resource person dealt with the meaning, purpose, and relevance of universal human values and how to inculcate and practice them consciously to be a good human being and realise one's potentials.

Learning outcomes Achieved:

Interaction based sessions, sharing of experiences & personal values and real time reactions led to the achievement of the following outcomes:

1. Know about universal human values and understand the importance of values in individual, social circles, career path, and national life.
2. Learn from individual experiences and lives of great and successful people who followed and practised human values and achieved self-actualization.
3. Become conscious practitioners of human values.
4. Realise their potential as human beings and conduct themselves properly in the ways of the world.

Students' Feedback: Students' feedback was collected online through a feedback form created for the purpose to ascertain the effectiveness of the trainer and the workshop.

About the course and its contents

- The students found the course content relevant and appropriate according to current trends.
- The content designed was according to learning level of the students.
- It focused on building interaction between participants, to facilitate the exchange of knowledge and ideas in order to increase productivity and fulfilment of goals.

About the trainer

- Trainer was well prepared, articulate and was able to generate interest and enthusiasm among the students.

Suggestions for improvement

- The time duration is too short and can be extended for some more days.

SNAPSHOTS OF DIFFERENT SESSIONS

Communication Skills



Digital Literacy



Universal Human Values



Innovative Leadership and Design Thinking



Professional Skills and Team Skills



Career Skills



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