

30002- LIFE AND EMPLOYABILITY SKILLS

DETAILED SYLLABUS

UNIT- I Communication, Listening, Training, Facing Interviews, Behavioural Skills

Instant sentence making – say expressions/phrases-- self- introduction/another higher official in company – describe/explain product – frame questions based on patterns – make sentences based on patterns

UNIT- II Entrepreneurship, Project Preparation, Marketing Analysis, Support & Procurement

Prepare an outline of a project to obtain loan from bank in becoming an entrepreneur – prepare a resume

UNIT- III Productivity – comparison with developed countries, Quality Tools, Circles, Consciousness, Management, House Keeping

Search in the website -- prepare a presentation – discuss & interact

UNIT- IV Occupational Safety, Health Hazard, Accident & Safety, First-Aid, Labour Welfare Legislation, Welfare Acts

Search in the website -- prepare a presentation – discuss & interact

UNIT- V Environment, Global Warming, Pollution

Taking down notes / hints – answering questions -- fill in blanks the exact words heard