

Title of the Course: Life skills and Personal Growth

Class Allotted: B. A. Semester V

No of students: 33

Commencement: 8th August 2025 to 3rd Oct 2025

Days of the week: Tuesday and Friday (12.45 to 2.45 Noon)

Duration: 30 hours

Course Objectives: By the end of this 30-hour certificate course, learners will be able to:

- a) Develop essential life skills such as time management, savings habits, and work ethics that promote personal and professional success.
- b) Understand the value and dignity of labour, with insights from Marx's theory of alienation .
- c) Recognize and respect social norms and values, drawing from Emile Durkheim's sociological perspectives.
- d) Apply effective conflict resolution techniques and interpersonal skills to manage everyday challenges.

UNIT 1: Time Management and Goal Setting

(Duration: 6 hours)

- Understanding priorities and setting SMART goals
- Time management techniques (e.g., Eisenhower Matrix, Pomodoro Technique)
- Overcoming procrastination and distractions
- Practical exercises: Daily planning and weekly goal tracker

UNIT 2: Work Ethics and Dignity of Labour

(Duration: 6 hours)

- What are work ethics? Integrity, accountability, and professionalism
- Respecting all forms of labour: Concepts of dignity and self-worth
- Marx's Theory of Alienation: Understanding how modern work can disconnect individuals from their sense of purpose
- Discussion: Is all labour valued equally in society today?
- Activities: Case studies and role-plays from different professions

UNIT 3: Financial Literacy and Saving Habits

(Duration: 6 hours)

1. Importance of budgeting and managing personal finance
2. Developing saving habits: Needs vs wants
3. Creating a basic saving plan and emergency fund
4. Real-life simulations: Handling income and expenses
5. Reflection: Consumerism and the pressure to spend

UNIT 4: Social Norms, Etiquette and Conflict Resolution

(Duration: 6 hours)

1. What are social norms and values?
2. **Émile Durkheim**: Social solidarity and how norms shape behaviour
3. Types of etiquette: Professional, digital, and public space manners
4. Conflict resolution strategies: Active listening, empathy, and mediation
5. Activities: Group role-plays and conflict case studies

UNIT 5: Personal Development and Emotional Intelligence

(Duration: 6 hours)

- Self-awareness and emotional regulation
- Building resilience and a growth mindset
- Communication skills: Assertiveness vs aggression
- Stress management techniques

Pedagogy:

1. Interactive Lectures

- Brief theoretical inputs with real-life examples
- Use of relevant sociological theories (Marx, Durkheim, etc.) to contextualize life skills

2. Group Discussions & Peer Sharing

- Open dialogues on values, work ethics, norms, and personal experiences
- Encouraging perspective-taking and social empathy

3. Case Studies & Role Play

.4. Skill-Building Activities

- Time management planners, budgeting exercises, mock savings plans
- Participation-based assessment
- Self-assessment checklists and peer feedback
- Final presentation of personal development goals
- **Assessments & Feedback**

References:

1. Durkheim, É. (1893/2014). *The Division of Labour in Society*. Free Press.
– Discusses how work and social integration are interrelated.
2. Stanford Encyclopedia of Philosophy – Marx's Theory of Alienation
📄 Link: <https://plato.stanford.edu/entries/marx/#TheAleI>
3. A scholarly and detailed explanation of alienation, including context, analysis, and critical views.
4. **SkillsYouNeed – Conflict Resolution**
<https://www.skillsyouneed.com/ips/conflict-resolution.html>
(Clear explanation of conflict types, styles, and how to handle interpersonal issues constructively.)
5. **MindTools – Conflict Resolution**
<https://www.mindtools.com/ar95ce4/conflict-resolution>
(Focuses on workplace and interpersonal conflict resolution strategies.)
6. **UNESCO's Manual on Conflict Resolution Education**
<https://unesdoc.unesco.org/ark:/48223/pf0000122922>
*(For educators: theoretical background and activities related to peace and conflict management.)
7. **National Endowment for Financial Education (NEFE)**
<https://www.smartaboutmoney.org/>