# Chapter wise Unit Learning Objective

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Lecture** | **Unit of Competencies** | **Elements** | **Performance Criteria** | **Learning Objectives** | **Deliverables** |
| **1** | **Employability Skills**  (Students have many fears and misconceptions about Employability Skills. Here we will acquire complete knowledge on Employability Skills through participatory approach by reviewing various activities of students) | What are the top employability skills?  What are your employability strengths?  What determines employability?  Why do employers want employability skills?  Why do students need employability skills?  How do you increase employability? | Students will be given links of reading Materials, videos and exercise files from where they all will brainstorm with the mentors and  understand the importance of Employability Skills, ident  identify the skills that are required for the workplace,  prepare a List of desired skills usually asked by employers.  Observe some of the professionals through one to one interview. | Clear understanding of Employability Skills  Able to speak and identify own employability skills gap.  Able to make a plan for self-improvement | Employability Skills Analysis report.  Observation report through one to one discussion with professionals |
| **2** | **Self-Assessment**  There is a lot of confusion among our students about Self-Assessment due to which the desired job opportunities are lost despite the openings. Here we will acquire complete knowledge ‍and skills on self-assessment through participatory approach by reviewing various activities of students | What is it self-assessment?  Do I need self-assessment?  What are the benefits of student self-assessment?  Why is it important?  How do I write a self-assessment?  Why is self-assessment important in career planning? | Students will be given links of reading Materials, videos and exercise files from where they all will brainstorm with the mentors and  understand the importance of Self-Assessment  identify the skills gap that are required for the workplace,  prepare a Check List of skills gaps identified during self-assessment.  Importance of Peer Feedback  Importance of third party feedback. | understand the importance of Self-Assessment  identify the skills gap that are required for the workplace,  prepare a Check List of skills gaps identified during self-assessment.  Importance of Peer Feedback  Importance of third party feedback. | Questionnaire development  Peer assessment  Individual SWOT Analysis  Third party feedback on behavior and attitude (Parents, teachers or employers) |
| **3** | **Career Mapping and planning**  Career mapping and planning are crucial. In most cases our students try to create opportunities for themselves in the workplace without adequate career mapping and planning. In most cases students have a career plan but it is not measurable or realistic.  Here we will acquire complete knowledge ‍and skills on developing SMART Goal/Target through participatory approach by reviewing various activities of students | What is the meaning of career planning?  why is it important?  What are the 4 steps in career planning?  What are the six steps of the career planning process?  What are the advantages of career planning?  Who is responsible for career planning?  What are the objectives of career planning?  When should I start career planning?  What is the difference between career planning and career development?  What is the purpose of career development? | Students will be given links of reading Materials, videos and exercise files from where they all will brainstorm with the mentors and  understand the importance of Career planning.  identify and use the tools to develop career plan,  prepare a Check List of | Students will be able understand about the importance of SMART CAREER Plan and Mapping accordingly. | Self-Career Map  SMART Goal/Target  Sketch the career plan with MindMap tools |
| **4** | **Research Company**  Company research is very important for a graduate. Because if you can't do company research properly, then you will never find the desired job.  Here we will acquire complete knowledge ‍and skills on company research through participatory approach by reviewing various activities of students | What is a research company?  How do I find information on a company?  What are the five types of business?  How do I start a research company?  What is the mean of hierarchy?  What is the main purpose of a job description?  What are entry level job titles? | Learners will select and make a list of at least 15 companies  Learners will know the job market structure, hierarchy/organogram, company types, business process, employment types and requirements.  Learners will analyze the Job description and mapping the required skills.  Fit their SMART Goal/Target based on the company research. | After completion, a student will be able know the company hiring mission, company structure, general knowledge about job market and based on the information collected by the students will help them to sketch their career plan. | List of desired companies  Company research report  Job Description analysis report |
| **5** | **Career plan development**  Career planning is very important but more important is to make a career plan for yourself.  Here we will acquire complete knowledge ‍and skills on company research through participatory approach by reviewing various activities of students | Complete Career Development plan analysis and prepare. | After completion, every student will be able to  Understanding the career plan  Elements of career plan  Finalize the career plan  Develop and submit a complete career plan. | Learners will fill confident to develop their personal career plan and work accordingly for shaping the future. | Develop and submit a complete career plan. |
| **6-7** | **Understand and practice transferable soft skills**  There are some soft skills that are applicable for all kinds of work. ‍These kinds of Soft Skills are often referred as Transferable Soft Skills in the professional world. Here we will acquire complete knowledge, skills and ways of practice on Transferable Soft Skills through participatory approach by reviewing various activities of students | Communication,  Negotiation,  Leadership,  Team Building,  Creativity,  Criticality,  Problem solving,  Emotional Intelligence,  Note Taking,  Professional Etiquette and Grooming. | students will be able to sketch self-development plan and practice the transferable soft skills through group discussion, Industry expert lectures and Self-Assessment to examine where development initiative needed.  Also student will be able to get the adequate knowledge and skills on the transferable soft skills. | On completion of the course, student will be able to–  Effectively communicate through verbal/oral communication and improve the listening skills  Establish win-win relation  Become more effective individual through goal/target setting, self-motivation and practicing creative thinking.  Function effectively in multi-disciplinary and heterogeneous teams through the knowledge of team work, Inter-personal relationships, conflict management and leadership quality. | Prepare a check list for own soft skills development plan  Measure the progress  Submit a report |
| **8** | **Understand and practice transferable tech skills**  There are some Tech skills that are applicable for all kinds of work. ‍These kinds of Tech Skills are often referred as Transferable Tech Skills in the professional world | G-Suits,  Effective uses of smart phone,  Effective uses of Social media (Facebook, LinkedIn, Instagram, YouTube),  Importance of Notes,  Online Meeting Places etiquettes,  Internet Browsing,  MS Office,  Editing, formatting & Converting. | Students will be given links of reading Materials, videos and exercise files from where they all will brainstorm with the mentors and  understand the importance of Tech Skills  identify the skills that are required for the workplace,  prepare a List of desired skills usually asked by employers. | After the completion, each student will Prepare a check list for own tech skills development plan and Submit a report. | Tech Skills development plan and Submit a report. |
| **9** | **Understand and practice administrative tools** | Printers,  FAX,  Handling telephone,  Official email,  SMS,  messaging through various messengers,  WhatsApp,  official file management (Hard and Soft). | Students will be given links of reading Materials, videos and exercise files from where they all will brainstorm with the mentors and  understand the importance of Administrative Skills with required tools.  identify the skills that are required for the workplace,  prepare a List of desired skills usually asked by employers. | After the completion, each student will Prepare a check list for own Administrative skills development plan and Submit a report. | Submit a report. |
| **10** | **Understand and practice Business communication tools** | Prepare a different types of official letters,  emails,  memos,  meeting agendas,  meeting minutes,  proposal,  financial budgeting | Student will be given a real life scenario where they will practice business communication by developing all business communication tools. | After the completion of this segment, each student will Prepare a different types of official letters, emails, memos, meeting agendas, meeting minutes, proposal, financial budgeting etc. We will use a simulation. | Students will submit  Meeting request letter  Draft a memo  Prepare a meeting agenda  Draft a meeting minutes  Develop a proposal  Prepare a budget |
| **11** | **Personal Branding tools** | Personal CV,  e-portfolio (GSite),  Video resume,  furnish social media profiles and channel. | Students will be given links of reading Materials, videos and exercise files from where they all will brainstorm with the mentors and develop personal branding tools for self-promotion. | After the completion of this segment, each student will develop their personal CV, e-portfolio (GSite), Video resume, furnish social media profiles and channel. Also | personal CV,  e-portfolio (GSite),  Video resume,  Social media profiles and channel links. |
| **12** | **Interview Skills and participate in Mock Interview** | What is the main purpose of a job interview?  What is job interview and types?  What are you supposed to say in an interview?  How can I impress the interviewer?  How do you end an interview?  What are interview skills?  What are the top 15 questions to ask an interviewer? | Students will learn virtual interview skills and most important 15 interview questions.  student will attend virtual mock interview where renowned recruiter will join as mock interviewer. | After the completion of this segment, each student will confident enough to attend the job interview. Also they will be able to know and understand the importance of job interview. | Summarize the experience through a report. |
| **13** | **Apply jobs** |  | In this segment each student will analyze jobs through online job portal Skill.jobs and apply job based on individual preferences. Students will also learn virtual interview skills and most important 15 interview questions. |  | Each student will apply at least 10-part time or full time jobs. |