

FAZLANI AISHABAI & HAJI ABDUL LATIF CHARITABLE TRUST'S



AISHABAI COLLEGE OF EDUCATION  
ORGANIZES

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## COURSE ON LIFE SKILLS



7th March 2022  
to  
28th March 2022



MPH

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**RESOURCE PERSON**  
**ASHA K**

**PRINCIPAL**  
**HARSHA MERCHANT**

# **COURSE ON LIFE SKILLS**

## **Course Learning Outcomes:**

- Develop emotional intelligence to manage personal and interpersonal relationships.
- Enhance decision-making and critical thinking skills.
- Improve problem-solving abilities.
- Master effective communication techniques.
- Cultivate time management and organizational skills.
- Build resilience and stress management strategies.
- Promote financial literacy and planning.
- Encourage personal development and self-care practices.

## **Target Audience:**

Students, young professionals, and anyone looking to enhance their life skills.

## **Course Structure:**

### **Module 1: Introduction to Life Skills**

Duration: 2 hours

- Definition and importance of life skills
- Overview of core life skills
- Setting personal goals for the course

### **Module 2: Emotional Intelligence**

Duration: 5 hours

- Understanding emotions and their impact
- Self-awareness and self-regulation
- Empathy and social skills
- Building and maintaining relationships
- Practical exercises and role-playing

### Module 3: Decision-Making and Critical Thinking

Duration: 5 hours

- The decision-making process
- Types of decisions: routine, strategic, and ethical
- Critical thinking and problem-solving techniques

### Module 4: Communication Skills

Duration: 5 hours

- Verbal and non-verbal communication
- Active listening and effective speaking
- Public speaking and presentation skills
- Conflict resolution and negotiation
- Communication in the digital age

### Module 5: Time Management and Organization

Duration: 4 hours

- Prioritization and goal setting
- Planning and scheduling
- Overcoming procrastination
- Tools and techniques for efficient time management
- Managing work-life balance

### Module 6: Stress Management and Resilience Building

Duration: 4 hours

- Understanding stress and its effects
- Coping mechanisms and relaxation techniques
- Building mental resilience
- Mindfulness and meditation practices
- Practical exercises and group activities

## Module 7: Financial Literacy and Planning

Duration: 3 hours

- Basics of personal finance
- Budgeting and saving strategies
- Understanding credit and debt management
- Investment fundamentals
- Long-term financial planning

## Module 8: Personal Development and Self-Care

Duration: 2 hours

- Importance of self-care
- Developing a growth mindset
- Setting personal and professional goals
- Creating a self-care routine
- Reflection and course wrap-up

### **Assessment:**

- Continuous assessment through participation and activities
- Final project: Develop a personal life skills improvement plan

### **Certification:**

Participants will receive a certificate of completion after successfully finishing the course and submitting their final project.