

## EMPLOYABILITY SKILLS –II (80 Hrs.)

### For second year of all Two-year trades

EMPLOYABILITY SKILLS-II (Blended Mode)		
Module	Topics	Methodology
<b>1. English Literacy</b>		<b>Duration: 20 Hrs. Marks: 12</b>
<b>Me/Myself, We/Ourselves</b>	Greetings Introducing yourself Talking about your family Likes and dislikes	Student speaks & writes 1 paragraph about themselves
<b>Role Models</b>	Introduce their role model Discuss strength and weakness / criticism etc. Adjectives, verbs, pronouns etc. all covered. Write up about this person	Group activity – who are the role models of each group. Displayed on a chart with pictures and text – make a collage and present.
<b>My Society</b>	Describe your surrounding Changes in your environment Dos and don'ts Dumping of garbage Use of plastic Water conservation Strength and weakness Roads / pollution Gardens	Summarizing the discussion Pictures of something in the past / what it is now
<b>My Interests</b>	Theme parks Historical areas / cities (places) Adventure – sea, mountain, beaches Hobbies	Student speaks about their favorite place / area of interest / hobby and why they like it
<b>My Work</b>	What they want to do Why they want to do it What do they know about this opportunity Competition / sector	Bring a newspaper clipping / news item of that industry and discuss it [individual activity – everyone has to talk about it and write about it]
<b>App based Learning</b>	Actual speaking practice – all 4 skills tested Gamified Vernacular Capability Mapped to what is covered in class Benefits Interactive Self-confidence High engagement	App based learning practice by the trainee using popular apps available

<b>2. Communication Skills</b>		<b>Duration: 20 Hrs. Marks: 12</b>
<b>Personal</b>	Reflection Template Revision Importance of Communication Managing Emotions Create online profile + Formal Introduction of self (based on the industry)	Self-reflection -Pg 193 Case study from the workplace - videos Reflection on Industry visit Digital practice + Classroom Practice
<b>Interpersonal</b>	Giving and Receiving Feedback Communication based on context - Formal, Informal Verbal & Non-verbal Listening Skills Gender Sensitivity Application of Gender sensitivity	Burgar Feedback Template & Practice Role play and Peer Evaluation Role Play & Reflection Gender Pledge
<b>Workplace Communication</b>	Interview Preparation (With Resume, Formal Dress) Communication Etiquette: a. Mobile Applications for the workplace b. Fake News Customer Interaction a. Defining my customer (other department, client) b. Communication based on the customer base Workplace Communication - Peer, Superior, Junior Formal Communication - Practice	Career Day: Scenario based activity, with Guest Lecture or HR person Reflection of Market Scan Trade specific examples + Role play Case Study Role Play Case Study Digital practice via email
<b>3. I.T. Literacy</b>		<b>Duration: 15 Hrs. Marks: 10</b>
<b>MS-PowerPoint</b>	Basics - creating, opening, closing, slideshow	ppt, audiovisual, task-based activities.
<b>File Conversion &amp; reducing file size</b>	identify file types, types of files - pdf, jpg, doc, excel, ppt converting files to other types	ppt, demonstration & practice
<b>Data/webcasting through mobile</b>	casting desktop application or web application by WIFI or Bluetooth	demonstration & practice
<b>Server &amp; cloud computing</b>	introduction to server and cloud computing accessing, storing and retrieving file through google drive	audio visual, task-based activity, demonstration
<b>Language translation</b>	language translation through voice voice to text, text to voice application	task-based, demonstration
<b>customize and use online CVs</b>	access CV templates online Customize CVs as per requirement	task-based, demonstration

Artificial Intelligence	latest technology based model or simulated software	demonstration & practice
<b>4. Entrepreneurship Skills</b>		<b>Duration: 10 Hrs.</b> <b>Marks: 6</b>
<b>Entrepreneurship Mindset</b>	<p>Aspect of inspiring/motivating should be sprinkled across all topics.</p> <p>Recall the qualities/characteristics.</p> <p>Being a leader (your values, personal code of conduct) (ownership for my enterprise).</p> <p>Listen, Learn and Observe (framework of an effective leader)</p> <p>Grit (<b><i>Addressing difficulties /challenges in an entrepreneur's life positively</i></b>)</p> <p>Managing personal time</p> <p><b><i>Focus on breaking myths related to entrepreneurship wherever possible.</i></b></p>	Share experience of successful entrepreneurs (examples of alumni from ITI) (Can be given as an instruction to teachers)
<b>Opportunity identification</b>	<p>Selection of type of business - Product/service/trading</p> <p>UVP – unique idea about the business</p> <p>Being environment friendly (to be touched upon in as many activities that learner is taking part in)</p> <p>Reminder about Business model framework</p>	Systems thinking and then doing market research ( <b><i>related to innovation and problem solving done by other players in the market</i></b> )
<b>Being Resourceful</b>	<p>Being resourceful</p> <p>Identify ways of being resourceful –</p> <p>Inexpensive ways of marketing</p> <p>Networking</p> <p>Importance of Networking (interpersonal skills, communication skills related activity)</p> <p>How to connect (through Net and otherwise – bring in English and IT skills related activity)</p> <p>Business model revisit</p>	<p>communication skills related activity</p> <p>project</p> <p>English and IT skills related activity</p> <p>Business model revisit</p> <p>Connecting with like minded people</p>
<b>Ease of Doing Business</b>	<p>Single window mechanism for running the business</p> <p>How to apply for business, awareness of statutory compliances, and govt or non govt schemes</p> <p>Business model revisit activity</p>	learner can be directed to it through communication and inter personal focused activities
<b>Managing Resources</b>	<p>Human resource (customers and internal employees or other entities in the business cycle)</p> <p>Finance (activities to bring about importance of financial literacy)</p> <p>Infrastructure (location, equipment, machinery etc.)</p>	Activities will bring about importance of communication and interpersonal skills

	Use of Internet (importance of IT skills) Business model revisit activity	
<b>Mentorship and Role Models</b>	Importance of mentorship They will to look at mentors in their own ecosystem, connecting with them through Net or otherwise again importance of	Interpersonal skills, communication and IT skills can be reinforced
<b>Learning Cycle</b>	Business model revisit (it's an ever-evolving model and you may need to revisit the model and different aspects of it along with your own capabilities, revisit mindsets frequently, being a lifelong learner by being aware of skills and attitudes displayed by other successful entrepreneurs.	Role Play/ live demonstration  Skills and attitudes displayed by other successful entrepreneurs
<b>5. Sustainable Career</b>		<b>Duration: 15 Hrs.</b> <b>Marks: 10</b>
<b>Career Awareness</b>	Learn and explore upcoming advances in the industry Students will be able to connect all the subsequent topics with real-life experience, and understand the importance of mastering career planning and readiness topics Gain exposure to a modern workplace from his / her industry	Webinar / online pre-recorded lectures from industry representatives. Visit / view a video on online portal / interact with industry experts. A video about the evolution of workplace in the past few years (past to future). The students must get a template to record the insights from the visit / interaction like a simple worksheet.
<b>Career Planning</b>	Learn and apply growth mindset to career planning Ashok Leyland shares an example - they are undergoing an extensive tech. overhaul and technicians will have to learn new things to stay relevant / updated in their jobs. Learn about personal skills and interests  Adapt to ever-changing business environment  Learn about continuous upskilling / reskilling learning requirements in their industry ITI students should be aware that their skilling journey will continue for life, and will not end with the end of final year.  Map career pathways within your sector	Case studies / self-awareness activities / mapping the barriers to growth mindset in everyday life, and devising strategies to apply growth mindset through easy-to-implement actions everyday. Write 16PF, or other relevant personality tests that gives students an insight into their strengths, and also provides them a vocabulary to express their personal strengths and interests Case studies/ teamwork activities to practice adaptability / working in ambiguity / openness to change in industry. Online job search / advanced market scanning related to their chosen sectors - update your year

		<p>1 market scan.</p> <p>Within the same market scan activity - explore both - jobs and self-employment opportunities</p> <p>Share a template on which students can envision their future of work - identify what your workplace looks like today - through market research, online content etc. and what it will look like in a decade.</p> <p>QA has developed videos on how new jobs will look different from today's jobs. Anticipate challenges (apprenticeships, untimely termination, location of job - be open to migration, assess cost of living etc.) Common future plan template - for planning a self-employment journey / career options</p> <p>Share relevant keywords / direction for conducting a career pathway search for each trade</p>
<b>Career Readiness</b>	<p>Practice writing technical evaluations / aptitude test. Communicate their fit (positive attitude / adaptability / self-led learner) during the interview.</p> <p>Final year students are placement read. Hence, placement prep. Prepare and review final resume. Identify and apply for apprenticeships on NAPS. Register on government job portals (national and state).</p> <p>Learn and apply for DST / internship opportunities.</p> <p>Apply for jobs (practice reading keywords in job descriptions, understand salaries and benefits) Request and receive feedback to improve performance.</p> <p>Develop cultural intelligence.</p> <p>Respecting gender equality at workplace.</p> <p>Cultivating professional attitude.</p> <p>Apply green practices in life and career.</p>	<p>Conduct a mock interview exercise involving a panel, which includes industry representative, college faculty, HR (desired)</p> <p>Scores / internship experience etc. is most relevant</p> <p>Employment Exchange / Youth Employability Services</p> <p>What is an internship? Structured and unstructured.</p> <p>State Skill Development Missions portals.</p> <p>Respecting my time / others time, work/life balance, cooperativeness / quality conscious / team work / empathy /commitment / deliver on time.</p>