

SEMESTER	COURSE CODE	COURSE TITLE	HOURS
III	23PSWVAC1	PROFESSIONAL DEVELOPMENT FOR SOCIAL WORKERS	30

**Objectives:**

1. To provide opportunity for students to realize their potential through practical experience.
2. To enhance students knowledge and awareness of emotional competency and emotional intelligence at place of study/work.
3. To set appropriate goals, manage stress and time effectively for their positive.
4. To enrich the skills of social work students in various dimensions.

SYLLABUS		
Unit	Contents	Hours
I	<b>Life Skills:</b> Meaning, Definition, Need and Importance, Types - <b>Social Skills:</b> <i>Self Awareness</i> - Meaning, Definition, SWOT Analysis - <i>Empathy</i> – Meaning, Definition.	6
II	<b>Negotiation Skills:</b> <i>Effective Communication</i> – Meaning, Building Effective Communication, Communication to a Group and Masses - Body Language, Poster Making, Script for Theatrical Arts. <i>Inter Personal Relationship</i> - Meaning and Definition, Factors affecting Relationships and Strategies to develop Interpersonal Relationship Skill.	6
III	<b>Thinking Skills:</b> <i>Creative Thinking and Critical Thinking</i> – Definition, Nature, Stages, Types - Functions of Left Brain and Right Brain.	6
IV	<b>Problem-Solving Ability:</b> Definition, Steps and Factors influencing Problem Solving. <i>Decision Making</i> - Definition, Process, Need and Consequences, Models of Decision Making.	6
V	<b>Coping Skills:</b> <i>Coping with Emotions</i> – Definition, Characteristics, and Types. <i>Coping with Stress:</i> Meaning, Definition, Sources of Stress, Symptoms and Consequences - Coping Strategies for emotional issues and Stress.	6

**Text Book(s):**

1. Harold R. Wallace, Ann Masters, Personal Development for Life and Work, First Edition, South – Western Gengage Learning, USA, 2011.
2. S.A.W. Bukari, Soft Skills Competencies for Success, Sanjay Book house, Trichy, 2009.
3. Nira Konar, Communication Skills for Professionals, Second Edition, PHI Learning Private Limited, New Delhi, 2011.

**Reference Book(s):**

1. Barun K Mitra, Personality Development and Soft Skills, First Edition, Oxford Publishers, New Delhi, 2011.
2. Kalyana, Soft Skill for Managers, First Edition, Wiley Publishing Ltd, US, 2015.
3. Nair.V.Rajasenana, Life Skills, Personality and Leadership, Rajiv Gandhi National Institute of Youth Development, Tamil Nadu, 2010.

**Web Resource(s):**

1. <https://www.slideshare.net/JagpreetSodi/life-skills-212192317>
2. <https://www.slideshare.net/MSRahman1/life-skills-48619973>
3. <https://www.slideshare.net/ParisaNomanKhan/life-skills-66610032>

**Course Outcomes**

Upon successful completion of this course, the student will be able to:

<b>CO No.</b>	<b>CO Statement</b>	<b>Cognitive Level (K-Level)</b>
CO1	Analyze Self Competency and Confidence	K4
CO2	Practice Emotional Competency	K3
CO3	Describe Intellectual Competency	K2
CO4	Appraise an edge through Professional Competency	K4
CO5	Measure for high sense of Social Competency	K5
CO6	Integrate to be an Human Being	K6

**Course Coordinator: Dr. N. Antony Prakash**