

STREAM: **B.COM SEMESTER-1**

SUBJECT: **LIFE SKILLS**

UNIT - 1

INTRODUCTION

OVERVIEW OF LIFE SKILLS

MEANING OF LIFE SKILLS

Life skills can be defined as set of abilities and knowledge that enable humans to deal effectively with the demand and challenges of life. These skills are essential for personal development, building healthy relationship making informed decision and achieving success in different area of life. It aims to equip individuals, with the competencies to enhance their overall well-being and success.

- To clarify , life skills are often broke down into three types:
- Thinking skills: This might involve being able to think of multiple solution to a problem or develop new innovation in a creative way.

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Social Skills: This might involve knowing how to develop healthy relationship, how to communicate in effective ways, and how to interact with other successfully.

Emotional Skills: This might involve being comfortable in your own skin dealing with emotions effectively and knowing who you are.

❖ SINGNIFICANCE OF LIFE SKILLS

- The promotion of healthy child and adolescent development.
- It helps the adolescent or young people for preparing the changing social circumstances.
- It promotes positive social norms for maintenance of healthy life.
- The promotion of lifelong learning.
- The promotion of peace.
- Life skills help student weight pros and cons of a situation, and act as mediation to problem behavior.
- Employer look for key employability skills such as the ability to self- manage, solve problems, and work well as part of a team.
- Improve quality and efficiency of the education system.
- Life skills help adolescents transition from childhood to adulthood by developing social and emotional skills and foaming their own identity.

❖ **LIFE SKILLS IDENTIFIED BY WHO**

The world health organization (WHO) identified ten core life skills in 1997 it can be taught at learned at any age and they can not limited to specific profession or fields.

Life skills identified by WHO are as under

- 1) Self awareness
- 2) Empathy
- 3) Critical thinking
- 4 Creative thinking
- 5) Decision making
- 6) Problem solving
- 7) Effective communication
- 8) Interpersonal relationship
- 9) Coping with stress
- 10) Coping with emotion

1) SELF AWARENESS

It includes recognition of 'self', our character, our strength and weakness likes and dislike.

- It helps us recognize and deal with stress, fear and pressure.
- Taking responsibility for own behavior.
- Knowing your values, personality, needs habits, emotions etc.
- It is often required for effective communication and inter person relation.

2) EMPATHY

- Showing empathy involves putting oneself in other people's shoes.
- The ability to understand another person's circumstance, point of view, though and feelings.
- When experiencing empathy, you are able to understand someone else's internal experiences.
- Empathy also mean supporting the person so that they can make their own decision and stand on their own feet as soon as possible.

3) CRITICAL THINKING

- It is the ability to think clearly and rationally.
- It is the object analysis and evaluation of an issue in order to form a judgment.
- Critical thinkers is the act of analyzing the
- Critical thinker is the act of analyzing the problem without allowing emotion or assumption. To influence how you think about it.
- **Example:** Resolve a conflict between two employee.

4) CREATIVE THINKING

- It is defined as a way to look at and solve problem from a different perspective, avoiding orthodox
- Solution and thinking outside the box.
- It is a way that is going to help you to create a new approach to a particular situation or a problem.

5) DECISION MAKING

- It is the act of choosing between two or more course of action.
- Decision making involves choosing between possible solutions to a problem.
- Decision may take relating current situation to past similar situation
- Making decision after examining the choice and consequences in view of one's value and goal is responsible decision making.
- Steps for decision making include identify the problem, consider the consequences or outcomes consider family and personal value, choose one alternate, implement the decision.

6) PROBLEM SOLVING

- It helps us to deal constructively with problems in our life's.
- Problems solving skill allows to solve an issue problem or conflict without anger, fear, threats aggressive force or behavior.
- Creating a plan in order to solve a problem.
- Examining a related problem.
- Adjustment to a situation.
- Problems that are left unresolved can cause mental stress and give rise to physical strain.

7) EFFECTIVE COMMUNICATION

- To express ourselves verbally and non- verbally in ways that are appropriate to our culture and situation.
- To express opinions, desires, needs and fears to ask for advice and help in a time of need.
- It is basic to every human relationship.
- It also affects our feelings and our health.

8) INTERPERSONAL RELATIONSHIP

- As children grow up, they have to develop relationship with.
 - Significant adult in their live such as parent's relatives, neighbors, teacher etc.
 - Peers in 8 out of school.
 - People they meet in life friends of their parents, the local leaders, shopkeeper etc.

- Not everybody can be one's friend but children need to know how to react appropriately in each relationship so that they can develop to their maximum potential in their own environment.

9) COPING WITH STRESSES

- Stress can be defined as "a state of physical or psychological strain which imposes demand for adjustment upon the individual"
- Stress is an inevitable (impossible to avoid) part of life.
- Stress comes from family problems, examination pressures, death of friend or family member, finance, health, broken relationship etc.
- 95% of all the diseases are created by stress.
- Wrong beliefs like "I am not good enough" or "something is wrong with me" cause up to 95% of illness and disease.
- Scientific research says that stress is a core factor in physical, mental and emotional diseases.
- Therefore as with emotion young people need to be able to recognize stress, its effect and how to deal with it.

10) COPING WITH EMOTIONS

- Coping with emotions means recognizing emotion within us and other being aware of how emotions influence behavior.
- We should be able to respond to emotions appropriately.
- Intense emotions like anger or sadness have negative effects on our health if we don't respond appropriately.
- When we are feeling fearful, angry or depressed it is a sure sign that our thoughts have become negative and are functioning incorrectly.
- When our feelings remain positive, we feel joyful, loving and peaceful.

Thus, the life skills are applied in various aspects of life, in human relationships, learning about rights and responsibilities.

UNIT -2

LIFE SKILLS FOR PROFESSIONALS

Introduction:

Mastering life skills and applying them in your job can help you handle challenges at work successfully. You can gain life skills through your education, work experience or interaction with others. Learning to identify which abilities you can use in your professional life can assist you in becoming career here we learn most important life skills you can apply in your career.

❖ POSITIVE THINKING

- Positive thinking is the idea that you can change your life by thinking positively about things.
- You can't change the world, but you can change how you perceive it and how you react to it and that can change the way that you feel about yourself and others, which can in turn have a huge effect on your well-being.
- Developing habits of positive thinking.
- If you think about positive thinking as 'being happy should do to develop habits based on it.
1) Meditation 2) Writing 3) Play

Positive thinking is good but you should not try to use it to block out everything negative that happens in your life.

- Sometimes bad stuff happens; and you will feel down about it. It's no good pretending that you don't because forced positive thinking can be counterproductive.
- What you to do avoid is developing disaster scenario.
- The best way to do that is not to tell yourself that your life is perfect. Instead, you need to recognize what has gone wrong but set it in context.
- For ex "yes, I'm having bad day, but tomorrow will be better.

Quick tips to enable positive thinking

- Gain control of yourself
- Don't be a complainer
- Learn to relax
- Boost your own morale
- Congratulate yourself.
- Learn to channel nerves and tension positively
- Learn to be assertive

❖ RIGHT ATTITUDE

- Attitude is how we respond, toward's a person, idea or object and situation.

- A predisposition to respond positively or negatively to any stimuli.
- Attitudes often arise from the environment, experiences and conscious learning.
- If we are not self-aware, we cannot correct negative attitudes.

❖ **ATTENTION TO DETAIL**

This includes

- Checking for accuracy of facts and figures.
- Checking for completion of data and task.
- Checking for consistency in modes of operating.
- Paying attention to details makes one a competent professional.

❖ **HAVING THE BIG PICTURE**

- But to be a good leader, or master of the situation, one should look at the larger picture “not seeing the forest for the trees.”
- It helps one to broaden our vision.
- Seeing the bigger picture as well as paying attention to finer details helps one to be a pragmatic leader.

❖ **LEARNING SKILLS**

What are learning skills?

- It helps one to learn, understand and retain.
- Accepting feedback and criticism to improve one's performance.
- It also includes, prioritizing, logical argument, information gathering, effective communication, project management, time management, decision making, analytical skills, critical thinking, attention to details, ability to process large amounts of information and problem solving.

❖ **RESEARCH SKILLS**

- Research means systematic investigation for knowledge for a specific topic.
- It is the process of defining and redefining problems: formulating hypothesis, collecting, organizing and evaluating data: reaching conclusions: and at last carefully testing the

❖ **PERSEVERANCE**

- Steadfastness in doing something despite difficulty or delay in achieving success.
- Perseverance is an essential element when you need to achieve a high level of success.
- It is a great tool to use and it doesn't require any college education or training.
- It comes naturally and requires a strong will.
- It requires a higher level of patience to develop perseverance.

❖ **SETTING GOALS AND ACHIEVING THEM**

- A goal is the intended outcome of a task.
- Helps o be more productive and have job satisfaction.
- Before setting goals, get clarity with respect of two important points:

- 1) Why this goal important? Big picture.
- 2) Is this goal about proving yourself.

SMART GOALS

S = Specific

M = Measurable

A = Attainable

R = Relevant

T = Time - bound

Useful tips for pursuing goals

- Choose only a few goals at time: need to prioritize.
- Make sure that these goals pass S.M.A.R.T criteria.
- Anticipate setbacks and visualize the steps that help you overcome them.
- Set deadlines and review progress.
- 'Take small steps everyday' towards your goal.

❖ **HELPING OTHERS**

- Helping makes you feel connected
- Helping can build new skills.
- Helping makes you grateful.
- Helping creates new relationship and improves the ones you have.
- Helping makes you live longer.
- Helping boosts your self-esteem
- Not helping can stress you out.
- Helping builds you reputation as a giver

❖ **LEADERSHIP**

- Leadership is the ability to lead or guide people towards the accomplishment of a common goal.

- A leader is one who knows the way, goes the way and shows the way. Leaders lead people by their influence rather than authority.

❖ **MOTIVATION**

- Motivation is what pushes us to our goals, feel more fulfilled and improve our overall quality of life.
- Understanding and developing your self-motivation can help you to take control of many other aspects of your life.
- Motivation is one of the three areas of personal skills that are integral to the concept of emotional intelligence.

❖ **SELF MOTIVATION AND MOTIVATING OTHERS**

- Self-motivation is, in its simplest form, the force that drives you to do things.
- People can be motivated by many things, both internal and external, such as desire to do something, love of someone or need of money.
- The ability to motivate your self is self motivation it is an important skills.
- Self- motivation drives people to keep going even in the face of setbacks, to take up opportunities and to show commitment to what they want to achieve.
- Type of motivation:
Intrinsic=related to what we want to do
Extrinsic= related to what we have to do
- The elements of self motivation include
 - 1) Personal drive to achieve
 - 2) Commitment to goal
 - 3) Initiative
 - 4) Optimism

❖ **PERSONALITY DEVELOPMENT**

- Personality development is actually the development form the organized pattern of attitudes and behavior which make an individual distinctive.
- Don't compare your life.
- Don't have negative thoughts or things you cannot control. I invest your energy in the positive present moment.
- Don't waste your precious energy on gossip.
- Dream more while you are awake.

❖ INTELLIGENCE QUOTIENT(IQ)

- Intellectual abilities to store, retrieve information, analyze and solve problems.
- E.g. psc and other competitive exam: Aptitude test.

❖ EMOTIONAL QUOTIENT(EQ)

- Ability of a person to manage his emotion.
- Self awareness , self confidence, self motivation, self control, adaptability, commitment, optimism and a host of other quality come under EQ

❖ SOCIAL INTELLIGENCE (SQ)

- Social intelligence refers to the ability of a person to connect positively with other and get along with them.
- Social intelligence is a part of garner's multiple intelligence theory.

UNIT-3

SELF AWARENESS

❖ Introduction:

Self awareness is the ability to understand and analyze yourself including your thought, feelings and actions. Self awareness can help you in develop a growth mindset and learn from your mistake, to make better decision, enhance your self- confidence and job related wellbeing.

DEFFINATION

"Self awareness is a higher level concept that includes being consciously aware of our internal states and being aware of our interactions and relationship with others."

-Trapnell and Campbell

"Self-awareness is the ability to take an honest look your life without any attachment to in being right or wrong, good or bad."

-Debbie Ford

❖ NEED OF SELF AWARENESS

- More productive in the classroom and at home.
- Better communication with teachers and peers.
- More confidence.
- More satisfaction with performance.
- Lead to happier and healthier students.
- Increased self awareness leads self-care in medical students.
- A better understanding of one's strengths and capabilities along with boost to emotional intelligence in law students.

HOW TO IMPROVE SELF AWARENESS

Create space and time:

Connect with yourself daily, avoid digital distraction, carve out solitude.

PRACTICE MINDFULLNESS:

Pay attention to your inner state as it arises try mind full mindful walking, eating, listen.

PRATICE MINDFULNESS:

Pay attention to speaker, observe emotions and body language, don't judge or evaluate.

GAIN A DIFFERENT PRESPECTIVE:

Ask for feedback, process your thought though waiting.

❖ COPING WITH STREES AND EMOTIONS

- Stress is something we experience when we face a situation & our ability to cope is challenged we feel we've lost control of events. It is also a perceived threat or imaginary fear.
- Some manageable stress is help us in preparedness, taking action.
- Some unmanageable stress have negative impact on our well being.
- Recognizing effects on other and ourselves.
- Being aware of how emotions influence behaviors.
- Able to respond o emotions appropriately.

❖ **HUMAN VALUES**

- Values are our choice in life to promote well being.
- Principle that reflect one's judgment of what is important in life-efficiency, competence, self-reliance, confidence and innovation.
- Ethical value are those that govern virtuous behavior- honesty, integrity, service, sharing caring, empathy etc.
- Some values assume priority over others depending upon the need levels of the individual.

❖ **TOOLS AND TECHNIQUES OF SELF AWARENESS**

1. Questionnaires
2. Journaling
3. Reflective questions
4. Meditation
5. Mindfulness
6. Psychometric tests
7. Feedback

1) QUESTIONNAIRES

- According to odendoal , a questionnaires comprise a list of questions concerning a specific subject to which answer must be provided.
- A questionnaires is used by researchers in order to gather required information.
- The purpose of this questionnaires is to determine your competency and skills in different fields.
- This knowledge will help you to identify those competencies and skills which may possible cause you.
- Example: I worry about my schoolwork
- Answer of this question: Yes or No
- If you have marked a, it means that you worry about your schoolwork. If you marked B, it means that you do not worry about your schoolwork.
- Remember that you must answer whatever is true as fore as you are concerned and not answer to please other people problem by giving the require attention to them , you may improve them.

2) JOURNALING

- As everyone continue to ask: in the digital age what is use of the written word? Well, one of them is self-awareness.
- In the way society is structured today, there is just very little to no avenue to express self-awareness.
- Keeping a journal help you keep track of your thoughts.
- The simple act of writing down how you feel align your mind, body and sprite.

- It is true that one must never underestimate the power of pen.

3) REFLECTIVE QUESTION

- It may sound too simple, but thoughtful questions are useful self-awareness tool.
- You must practice the prompt introspection.
- Note down at least three reflective question at the beginning of each day, so you have the entire day to think about them.
- Raising self-awareness is a process of developing inside yourself to understand your place in the world.
- Without conscious contemplations, this is quite impossible.

4) MEDITATION

- When it comes to connecting with your inner-self, nothing is more powerful than meditation.
- Quiet and peace are crucial in realizing your spiritual well-being.
- Of course, it begins with conditioning your physicality to get in touch with your inner essence. The entirely still yet conscious state of meditation, your self-awareness becomes stronger than ever.

5) MINDFULNESS

- So many of us spend our just running from moment to moment.
- We are busy, have demand coming from several different area of life, and simply don't feel there is time to stop and smell the roses.
- However, with focused efforts, we can take the time to slow back down.
- Through mindful living practice, we can find more happiness, joy, and meaning in our lives.
- That said, being mindful is not easy as it sound.

A list of light habit that have help in quest to be more mindful

- Sit in the morning
- Eat mindfully
- Spend time outside
- Meditate
- Focus on one task at a time
- Feel feelings
- Create something
- Engage in physical activities you are passionate about.

6) **PSYCHOMETRIC TESTS**

- Measuring attributes like height, weight and strength is reasonably simple.
- But what about factor that aren't easy to measure.
- Traits such as personality, intelligence, aptitude and beliefs are important characteristics to measure and assess.
- One way to gather this information is through psychometric test.
- Psychometric test can measure interest, personality and aptitude.

INTEREST TEST: Measure how people differ in their motivation, values and opinions in relation to their interest.

PERSONALITY TEST: Measure how people differ in their style or manner of doing things, and in the way they interact with their environment and other people.

APTITUDE TEST: Measure how people differ in their ability to perform or carry out different tasks.

7) **FEEDBACK**

- The definition of effective feedback as that, which is clearly heard, understood and accepted.
- Those are the areas that are within your power you have no control over whether the recipient chooses to act upon your feedback, so let's put that to one side.
- Develop your feedback skills by using these few rules.
 1. Feedback should be about behavior not personality.
 2. Feedback should describe the effect of the person's behavior on you.
 3. Feedback should be as specific as possible.
 4. Feedback should be timely.
 5. Pick your moments.
- Always thank the person who given you the feedback.
- They have already seen that you have listened and understood, now accept it.
- Acceptance in this way does not mean that you need to act on it.
- Do them the courtesy of at least giving the matter some consideration.