

COURSE NAME:	Employability Skills
TOTAL DURATION:	45 Hrs
MODE OF DELIVERY	PHYSICAL CLASSROOM TRAINING AT RESPECTIVE COLLEGES
TRAINER TO STUDENT RATIO:	1:50
TOTAL MARKS:	75

TABLE 1	
OVERALL COURSE OBJECTIVE:	<ol style="list-style-type: none"> 1. To develop essential teamwork and collaboration skills for effective participation and leadership in group settings. 2. To build self-confidence and manage fear in academic, personal, and professional environments. 3. To enhance grooming, etiquette, and personality for professional presentation and first impressions. 4. To strengthen communication skills—verbal, non-verbal, and written—for workplace and interpersonal success. 5. To integrate and apply employability skills through practical simulations, feedback, and self-reflection.

LEARNING OUTCOME:	<ol style="list-style-type: none"> 1. Demonstrate the ability to work effectively within a team, take initiative, and lead with collaboration and accountability. 2. Apply techniques to overcome fear, practice positive thinking, and express confidence in public and professional situations. 3. Exhibit professional grooming and personality traits suitable for workplace and social engagements. 4. Communicate clearly and professionally in academic and business contexts using appropriate tone, language, and etiquette. 5. Integrate teamwork, communication, grooming, and confidence in real-world scenarios such as mock interviews, presentations, and capstone tasks.
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S.No.	Module Name	Module Content (with time split)	Module Learning Outcome	Duration (Total)
1	Teamwork and Collaboration	<p>- Introduction to Teamwork (2 hrs):</p> <ul style="list-style-type: none"> • Importance of team dynamics in workplace (45 mins) • Types of teams and team roles (45 mins) • Attitude & Behaviour: Respect, accountability, cooperation (30 mins) <p>- Group Activities & Ice Breakers (2 hrs):</p> <ul style="list-style-type: none"> • Problem-solving games (60 mins) • Trust-building exercises (30 mins) • Body Language: Open posture, eye contact (30 mins) <p>- Effective Collaboration (2 hrs):</p> <ul style="list-style-type: none"> • Conflict resolution (60 mins) • Group decision-making strategies (40 mins) • Grooming Attitude: Professional presence (20 mins) <p>- Leadership & Initiative (2 hrs):</p> <ul style="list-style-type: none"> • Leading without authority (60 mins) • Taking responsibility and ownership (40 mins) • Proactive thinking attitude 	Foster team spirit, collaboration, leadership skills; demonstrate respect, accountability and cooperation in teams; lead proactively and take ownership; contribute effectively in group projects and provide constructive feedback.	10 hrs

S.No.	Module Name	Module Content (with time split)	Module Learning Outcome	Duration (Total)
		(20 mins) - Group Project & Peer Feedback (2 hrs): <ul style="list-style-type: none"> • Mini-project in teams (90 mins) • Reflective feedback on team roles and contribution (30 mins) • Feedback etiquette & professionalism (30 mins) 		
2	Confidence and Fear Management	- Self-awareness & Strength Mapping (2 hrs): <ul style="list-style-type: none"> • Identifying personal strengths and weaknesses (60 mins) • Attitude development: Embracing self-growth (60 mins) - Fear Management Techniques (2 hrs): <ul style="list-style-type: none"> • Types of fear (public speaking, failure, criticism) (60 mins) • Reframing negative self-talk (60 mins) - Positive Mindset & Visualization (2 hrs): <ul style="list-style-type: none"> • Affirmations and mental rehearsal (60 mins) • Body language & posture influence (60 mins) 	Enhance self-confidence, manage fear effectively, develop positive mindset and body language; demonstrate confidence in public and professional situations; set meaningful goals and stay motivated.	10 hrs

S.No.	Module Name	Module Content (with time split)	Module Learning Outcome	Duration (Total)
		<ul style="list-style-type: none"> - Confidence-building Activities (2 hrs): <ul style="list-style-type: none"> • Mock interviews (60 mins) • Public speaking practice (40 mins) • Grooming & behavior (dress, poise, tone, gestures) (20 mins) - Goal Setting & Motivation (2 hrs): <ul style="list-style-type: none"> • SMART goals (60 mins) • Creating personal vision board (60 mins) 		
3	Grooming and Personality Development	<ul style="list-style-type: none"> - First Impressions & Etiquette (2 hrs): <ul style="list-style-type: none"> • Grooming standards (45 mins) • Posture, gestures, and eye contact (45 mins) • Respectful and confident demeanour (30 mins) - Dressing for Success (2 hrs): <ul style="list-style-type: none"> • Interview and workplace attire (75 mins) • Grooming checklist for various scenarios (45 mins) - Personality Types & Workplace Behavior (2 hrs): <ul style="list-style-type: none"> • Understanding different personalities (50 mins) 	Present professionally and confidently; practice workplace grooming and etiquette; adapt personality to work situations; manage emotions and criticism; develop a professional digital persona; communicate personal brand effectively.	10 hrs

S.No.	Module Name	Module Content (with time split)	Module Learning Outcome	Duration (Total)
		<ul style="list-style-type: none"> • Managing emotions and handling criticism (40 mins) • Adaptability and resilience attitude (30 mins) <p>- Digital Persona & Social Media Grooming (2 hrs):</p> <ul style="list-style-type: none"> • LinkedIn and professional profiles (60 mins) • Online etiquette, dos and don'ts (60 mins) <p>- Mock Presentation on Self-Branding (2 hrs):</p> <ul style="list-style-type: none"> • Personal pitch presentation (90 mins) • Peer and mentor feedback (30 mins) 		
4	Personal and Professional Communication	<p>- Verbal & Non-verbal Communication (2 hrs):</p> <ul style="list-style-type: none"> • Active listening (45 mins) • Tone and clarity (45 mins) • Body language and gestures (30 mins) <p>- Email & Business Writing Etiquette (2 hrs):</p> <ul style="list-style-type: none"> • Writing professional emails, resumes, cover letters (75 mins) 	Communicate clearly and professionally in academic, workplace and social contexts; write business documents appropriately; manage workplace conflicts constructively; perform confidently in interviews and customer service situations; demonstrate	10 hrs

S.No.	Module Name	Module Content (with time split)	Module Learning Outcome	Duration (Total)
		<ul style="list-style-type: none"> • Responding to feedback and criticism (45 mins) - Workplace Communication & Conflict Resolution (2 hrs): <ul style="list-style-type: none"> • Assertiveness without aggression (50 mins) • Empathy and open-mindedness (70 mins) - Interview Communication (2 hrs): <ul style="list-style-type: none"> • Using the STAR method (60 mins) • Speaking with clarity, confidence, professionalism (40 mins) • Body language in interviews (20 mins) - Role Plays & Feedback (2 hrs): <ul style="list-style-type: none"> • Customer service scenarios (90 mins) • Peer evaluation on tone, language, grooming, behavior (30 mins) 	professional communication behavior.	
5	Integrated Practice and Review	<ul style="list-style-type: none"> - Capstone Group Project (2 hrs): <ul style="list-style-type: none"> • Simulated team task or client scenario with emphasis on collaboration, planning, and presentation (120 mins) – 	Integrate teamwork, communication, grooming, and confidence in real-world scenarios; demonstrate effective collaboration and leadership; perform	5 hrs

S.No.	Module Name	Module Content (with time split)	Module Learning Outcome	Duration (Total)
		Mock Interview Panel & Resume Review (2 hrs): <ul style="list-style-type: none"> • Resume and cover letter evaluation (60 mins) • Interview performance and grooming feedback (60 mins) - Final Reflection & Peer Feedback (1 hr): <ul style="list-style-type: none"> • Self-evaluation log or video (30 mins) • Feedback on strengths and growth areas (30 mins) 	interview and presentation skills with confidence; reflect on personal development and receive constructive feedback.	

TABLE 3: OVERALL COURSE LEARNING OUTCOME ASSESSMENT CRITERIA AND USECASES					
S. No	Module Name	Module Outcome	Assessment Criteria	Performance Criteria	Use Cases
1	Teamwork and Collaboration	Demonstrate the ability to work effectively within a team, take initiative, and lead with collaboration and accountability.	Participation in group activities, role plays, leadership tasks, and peer feedback sessions	Displays respect, cooperation, and accountability; takes initiative; contributes ideas; accepts and gives feedback; demonstrates open body language	Campus event planning simulation, group discussion roleplay, problem-solving activities

TABLE 3: OVERALL COURSE LEARNING OUTCOME ASSESSMENT CRITERIA AND USECASES					
S. No	Module Name	Module Outcome	Assessment Criteria	Performance Criteria	Use Cases
2	Confidence and Fear Management	Apply techniques to overcome fear, practice positive thinking, and express confidence in public and professional situations.	Public speaking tasks, self-reflection logs, role plays, and confidence-building exercises	Maintains eye contact; uses clear and assertive voice; demonstrates positive thinking through visual boards; handles mock interview situations confidently	Mock interviews, goal setting vision board creation, personal pitch delivery
	Grooming and Personality Development	Exhibit professional grooming and personality traits suitable for workplace and social engagements.	Presentation on grooming, self-branding activity, social media profile creation	Dresses appropriately; maintains posture and grooming standards; demonstrates emotional intelligence; presents a well-crafted online profile	LinkedIn profile demo, elevator pitch presentation, peer feedback on dressing and behaviour
	Personal and Professional Communication	Communicate clearly and professionally in academic and business contexts using	Written communication tasks, email writing, resume and	Writes with clarity and professional tone; demonstrates active	Email response simulation, resume submission task,

TABLE 3: OVERALL COURSE LEARNING OUTCOME ASSESSMENT CRITERIA AND USECASES					
S. No	Module Name	Module Outcome	Assessment Criteria	Performance Criteria	Use Cases
		appropriate tone, language, and etiquette.	cover letter review, role plays	listening; handles conflict with assertiveness; performs well in STAR interviews	customer interaction role plays
	Integrated Practice and Review	Integrate teamwork, communication, grooming, and confidence in real-world scenarios such as mock interviews, presentations, and capstone tasks.	Final group project, capstone presentation, mock panel interview	Collaborates effectively in teams; integrates all core employability skills; delivers confident and professional presentations; reflects constructively on feedback	Capstone client pitch simulation, final interview panel, team task execution

TABLE 4: LIST OF FINAL PROJECTS		
Sl No.	Project Title	Description
1	Team Collaboration Report & Reflection	Students work in teams to complete a task and submit a report on team roles, execution, and group dynamics. They reflect on their contribution and learning from the team experience.
2	Public Speaking Challenge	Students deliver a 2-minute speech on a given topic. Focus is on voice modulation, confidence, and engaging delivery.
3	Campus Etiquette Campaign	Students design posters and perform a skit promoting etiquette in campus spaces. Aims to reinforce respectful behaviour and social responsibility.

4	Mock Interview with Resume Submission	Students prepare a resume and attend a formal mock interview. They receive feedback on posture, tone, and professionalism.
5	LinkedIn Profile & Self-Branding Presentation	Students create a LinkedIn profile and present a personal branding pitch. Enhances digital presence and self-promotion skills.
6	College Improvement Proposal	Teams draft and present a proposal to enhance college facilities or services. Encourages problem-solving, planning, and persuasive communication.
7	Fear-to-Confidence Transformation Log	Students track personal fears and progress over 7 days in a journal. Promotes self-awareness and builds emotional strength.
8	Dress for Occasion – Grooming Demo	Students demonstrate appropriate grooming and attire for a professional setting. Builds awareness of personal presentation and confidence.
9	Email Etiquette & Resume Audit Task	Students write a formal email and update their resume based on feedback. Develops writing precision and professional communication.
10	One-Minute Talk Drill + Peer Feedback	Students give a one-minute talk, receive feedback, and improve their delivery. Encourages clarity, brevity, and resilience in speaking.
11	Group Discussion Round + Reflection	Students engage in moderated group discussions on assigned topics. They analyse their participation and team interaction.
12	Goal Setting & Vision Board	Students create visual boards displaying their SMART goals. Aims to clarify personal direction and motivation.
13	Self-Introduction Video & Peer Review	Students record and revise a one-minute self-intro video. Helps improve speaking style and presence on camera.
14	Campus Role-play: Service Interaction	Pairs act out real-life service scenarios in campus settings. Focuses on tone, politeness, and empathy in communication.
15	Resume Wall – Peer Evaluation Gallery	Students display resumes and present their profiles to peers. Encourages critique, feedback exchange, and resume improvement.
16	Interview Body Language Drill	Students practice interview responses with emphasis on body language. Targets posture, gestures, and non-verbal communication.

17	Positive Self-talk Journal + Sharing	Students maintain a daily affirmation log for a week. Builds internal confidence and emotional regulation.
18	Etiquette Video Skit	Students script and perform a short skit on good and bad etiquette. Uses storytelling to reinforce behavioural standards.
19	Feedback Role-play + Reflection Log	Students give and receive structured feedback in a role-play format. Promotes growth through respectful communication and reflection.
20	Capstone Simulation Task	Teams simulate a startup or service scenario, covering multiple skills. Integrates teamwork, communication, grooming, and leadership.

TABLE 5: COURSE ASSESSMENT RUBRICS (TOTAL MARKS: 75)				
DESCRIBE THE CRITERIA OF THE BELOW CATEGORY PERFORMANCE				
Assessment Criteria	Fair (<i>Low Performance</i>)	Good (<i>Moderate Performance</i>)	Excellent (<i>High Performance</i>)	Total Marks
1. Teamwork & Collaboration	Participates with minimal effort; avoids leadership (5 Marks)	Actively participates; shows initiative occasionally (10 Marks)	Leads tasks, collaborates consistently, gives constructive feedback (15 Marks)	15
2. Confidence & Fear Management	Appears anxious; avoids eye contact; voice lacks clarity (3 Marks)	Manages fear with effort; maintains eye contact; speaks clearly (7 Marks)	Displays strong confidence; handles pressure gracefully; speaks assertively (10 Marks)	10
3. Grooming & Personality	Poor grooming; unprofessional posture and tone (3 Marks)	Well-groomed and behaves appropriately; occasionally inconsistent (7 Marks)	Consistently polished appearance; confident, adaptable behaviours (10 Marks)	10

TABLE 5: COURSE ASSESSMENT RUBRICS (TOTAL MARKS: 75)				
DESCRIBE THE CRITERIA OF THE BELOW CATEGORY PERFORMANCE				
Assessment Criteria	Fair (<i>Low Performance</i>)	Good (<i>Moderate Performance</i>)	Excellent (<i>High Performance</i>)	Total Marks
4. Communication Skills	Uses unclear language; poor tone and limited listening (5 Marks)	Communicates clearly; appropriate tone; demonstrates active listening (10 Marks)	Highly articulate; professional language; excellent tone and non-verbal cues (15 Marks)	15
5. Integration of Skills	Skills applied unevenly; lacks cohesion in performance (5 Marks)	Applies most skills effectively; minor gaps (10 Marks)	Seamlessly integrates all core skills with professionalism (15 Marks)	15
6. Reflection & Self-Assessment	Superficial reflection; vague goals (3 Marks)	Honest reflection; identifies personal growth areas (7 Marks)	Deep insights; clear goals; actively applies feedback for improvement (10 Marks)	10