ABOUT THE COURSE

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:	1. **Evaluate Effective Communication Skills**: Equip learners with techniques to prioritize and execute impactful communication strategies for professional environments. 2. **Develop Interpersonal and Team Dynamics**: Enable participants to construct effective team-building strategies, resolve conflicts, and foster collaboration in diverse settings. 3. **Design Professional Resumes and Branding**: Facilitate the creation of tailored resumes and personal branding plans aligned with industry-specific requirements. 4. **Enhance Interview and Presentation Proficiency**: Train learners to formulate and deliver effective presentations and respond confidently in various interview scenarios. 5. **Foster Critical Thinking for Employability**: Encourage learners to prioritize key skills, evaluate job market trends, and apply strategies to improve career readiness.

LEARNING OUTCOME:	1. **Communicate Professionally**: Learners will develop structured verbal and written communication tailored to

specific audiences, ensuring clarity and impact.

2. **Build Effective Teams**: Participants will justify and implement strategies for effective team collaboration and conflict resolution, promoting a positive workplace environment.

3. **Create Professional Documents**: Learners will design resumes and professional branding materials that align with industry standards and job expectations.

4. **Deliver Confident Presentations**: Participants will construct and present engaging and visually supported presentations that meet professional standards.

5. **Prepare for Career Advancement**: Learners will demonstrate the ability to apply interview preparation techniques and articulate responses effectively in simulated and real-world scenarios.

TABLE 2: MODULE WISE COURSE CONTENT AND OUTCOME				
SL. NO	MODULE NAME	MODULE CONTENT	MODULE LEARNING OUTCOME	DURA TION (HRS)
1	Introduction to Employability Skills	Overview of employability skills, relevance in the job market, and industry applications.	Prioritize skills essential for employability and recommend applications in various industries.	3
2	Effective Speaking, Listening & Writing Skills	Strategies for impactful communication, listening techniques, and writing professional emails.	Construct effective communication strategies and propose solutions for workplace scenarios.	6
3	Presentation Skills	Techniques for creating engaging presentations, handling Q&A sessions,	Create impactful presentations tailored to diverse	6

		and using visuals effectively.	audiences and evaluate their effectiveness.	
4	Confidence Building	Overcoming self-doubt, enhancing self-esteem, and fostering a positive mindset for personal growth.	Design self-improvement plans to boost confidence and appraise their impact on career goals.	3
5	Team Building & Interpersonal Skills	Importance of collaboration, resolving conflicts, and building strong professional relationships.	Develop strategies to foster teamwork and justify their importance in achieving organizational goals.	6
6	Personality Development	Self-awareness, emotional intelligence, and professional etiquette for personal branding.	Assemble strategies for personal growth and defend their role in career advancement.	6
7	Resume Building	Crafting a professional resume, highlighting achievements, and tailoring for job-specific applications.	Develop customized resumes for targeted roles and evaluate their effectiveness in securing interviews.	3
8	Interview Skills & Grooming	Interview techniques, understanding employer expectations, and professional grooming tips.	Formulate strategies to excel in interviews and validate their role in professional success.	6
9	Interview Preparation	Mock interviews, role-playing exercises, and handling challenging questions effectively.	Construct preparation plans for interviews and appraise their outcomes.	6

TABLE 3: OVERALL COURSE LEARNING OUTCOME ASSESSMENT CRITERIA AND USE CASES

LEARNING OUTCOME	ASSESSMENT CRITERIA	Performance Criteria	USE CASES
Prioritize skills essential for employability	Group discussions and presentations	Justify the importance of employability skills and recommend their application in real-world scenarios.	Industry-specific scenarios requiring application of employability skills
Construct effective communication strategies	Role-plays, email drafting exercises	Evaluate communication styles for clarity and propose improvements.	Workplace communication scenarios, such as emails or presentations
Design self-improvement plans to boost confidence	Reflection papers and practical exercises	Assess personal challenges and recommend actionable self-improvement steps.	Developing a growth mindset for new roles or challenging job scenarios
Develop strategies to foster teamwork	Collaborative projects and case study reviews	Evaluate team dynamics and propose interventions for improved collaboration.	Simulated team projects or group exercises in professional settings
Assemble strategies for personal growth	Personality tests and SWOT analysis	Justify personal branding strategies and propose methods for enhancement.	Building a personal development plan aligned with career

TABLE 4: LIST OF FINAL PROJECTS (PROJECTS THAT

COMPREHENSIVELY COVER ALL THE LEARNING OUTCOME)	
SL.NO	**FINAL PROJECT**
1	Create a professional resume for a specific job role.
2	Develop and present a marketing pitch.
3	Write a business email to a potential client.
4	Conduct a team-building activity and evaluate its effectiveness.
5	Research and present findings on workplace communication barriers.
6	Design a personal branding strategy and present it.
7	Conduct a mock interview for a specific role.
8	Write a report on interpersonal skills in diverse teams.
9	Create a LinkedIn profile for professional networking.
10	Prepare and deliver a presentation on industry-specific skills.

TABLE 5: COURSE ASSESSMENT RUBRICS (TOTAL MARKS: 75)					
ASSESSMENT CRITERIA	**Learning Outcome**	**Fair (1–5)**	**Good (6–10)**	**Excellent (11–15)**	**TOTAL MARKS**
Importance of Employability Skills	Prioritize skills essential for employability	Basic understanding of relevance	Recommend their application moderately	Evaluate and justify real-world applicability	15
Communication Effectivenes	Construct effective communicati	Limited clarity and structure	Propose effective communicatio	Create compelling strategies	15

s	on strategies		n solutions	with high impact	
Confidence Building Strategies	Design self-improvement plans to boost confidence	Limited application of strategies	Propose impactful and relevant strategies	Construct plans demonstrating measurable growth	15
Teamwork and Interpersonal Skills	Develop strategies to foster teamwork	Minimal understanding of dynamics	Propose basic collaboration improvements	Justify advanced interventions with measurable outcomes	15
Personal Development and Branding	Assemble strategies for personal growth	Limited awareness of strategies	Propose actionable branding improvements	Develop comprehensive strategies for career advancement	15