

## ABOUT THE COURSE

<b>COURSE NAME:</b>	Employability Skills
<b>TOTAL DURATION:</b>	45 Hrs
<b>MODE OF DELIVERY</b>	Virtual Instructor Led
<b>TOTAL MARKS:</b>	75

**TABLE 1**

<b>OVERALL COURSE OBJECTIVE:</b>	The course aims to equip students with essential skills and knowledge to seamlessly transition from academic settings to the professional corporate environment. Through a combination of theoretical concepts and practical insights, the course focuses on honing communication skills, workplace etiquette, time management, and problem-solving abilities. Participants will gain a deep knowledge on corporate culture, industry expectations, and professional conduct. The course also emphasizes the development of a proactive mindset, adaptability, and resilience, ensuring that graduates are well-prepared to navigate the challenges of the corporate world and contribute effectively to their respective professions from day one.
<b>LEARNING OUTCOME:</b>	<ol style="list-style-type: none"><li>1. Enhanced communication and interpersonal skills crucial for the workplace.</li><li>2. Ability to navigate corporate culture and work effectively in professional settings.</li><li>3. Improved time management, problem-solving, and decision-making abilities.</li><li>4. Strategies for career growth and maintaining a healthy work-life balance.</li></ol>

**TABLE 2: MODULE WISE COURSE CONTENT AND OUTCOME**

SL.NO	MODULE NAME	MODULE CONTENT	MODULE LEARNING OUTCOME	DURATION (HRS)
1	<b>Module 1: Transitioning to the Corporate World</b>	<p><b>1. Corporate Culture:</b></p> <ul style="list-style-type: none"> <li>• Overview of corporate culture</li> <li>• Identifying organizational values and norms</li> </ul> <p><b>2. Professionalism and Work Ethics:</b></p> <ul style="list-style-type: none"> <li>• Importance of professional behavior</li> <li>• Ethics in the workplace</li> </ul>	Students can demonstrate effective communication, professional etiquette, adaptability, and problem-solving skills, facilitating a seamless transition to the corporate world with confidence and competence.	4
2	<b>Module 2: Effective Communication Skills</b>	<p><b>1. Business Communication:</b></p> <ul style="list-style-type: none"> <li>• Written communication in a corporate setting</li> <li>• Email etiquette and formal writing</li> </ul> <p><b>2. Verbal Communication:</b></p> <ul style="list-style-type: none"> <li>• Effective speaking and presentation skills</li> <li>• Handling meetings and discussions</li> </ul>	Proficiently convey ideas, actively listen, and adapt communication styles. They will demonstrate clarity, coherence, and confidence in various professional contexts, enhancing interpersonal effectiveness.	4

3	<b>Module 3: Interpersonal Skills</b>	<p><b>1. Teamwork and Collaboration:</b></p> <ul style="list-style-type: none"> <li>• Working in cross-functional teams</li> <li>• Building effective working relationships</li> </ul> <p><b>2. Conflict Resolution:</b></p> <ul style="list-style-type: none"> <li>• Identifying and resolving conflicts</li> <li>• Constructive communication during disagreements</li> </ul>	Cultivate strong interpersonal skills, fostering effective collaboration, empathy, and conflict resolution. They will build positive relationships, contributing to a harmonious and productive work environment.	4
4	<b>Module 4: Time Management and Productivity</b>	<p><b>1. Time Management:</b></p> <ul style="list-style-type: none"> <li>• Prioritizing tasks and deadlines</li> <li>• Avoiding procrastination</li> </ul> <p><b>2. Goal Setting:</b></p> <ul style="list-style-type: none"> <li>• Setting SMART goals</li> <li>• Monitoring progress and achievements</li> </ul>	Prioritize tasks effectively, and employ productivity tools. They will enhance efficiency, meet deadlines consistently, and optimize workflow for sustained professional success.	4
5	<b>Module 5: Adaptability and Flexibility</b>	<p><b>1. Adapting to Change:</b></p> <ul style="list-style-type: none"> <li>• Dealing with organizational changes</li> </ul>	Adaptability and flexibility, responding adeptly to change. They will embrace uncertainty, innovate	4

		<ul style="list-style-type: none"> <li>Resilience in the face of challenges</li> </ul> <p><b>2. Continuous Learning:</b></p> <ul style="list-style-type: none"> <li>Embracing a learning mindset</li> <li>Staying updated with industry trends</li> </ul>	<p>solutions, and thrive in dynamic professional environments, fostering continuous personal and organizational growth.</p>	
6	<b>Module 6: Professional Networking</b>	<p><b>1. Building Professional Relationships:</b></p> <ul style="list-style-type: none"> <li>Networking strategies</li> <li>Utilizing social media for professional networking</li> </ul> <p><b>2. Mentorship and Guidance:</b></p> <ul style="list-style-type: none"> <li>Importance of mentorship</li> <li>Seeking and providing mentorship</li> </ul>	<p>Skillfully cultivate professional networks, leveraging relationships for career advancement. They will demonstrate effective networking strategies, enhancing opportunities for mentorship, collaboration, and professional development.</p>	4
7	<b>Module 7: Business Etiquette</b>	<p><b>1. Corporate Etiquette:</b></p> <ul style="list-style-type: none"> <li>Dress code and grooming</li> <li>Business meeting etiquette</li> </ul> <p><b>2. Dining Etiquette:</b></p>	<p>Master business etiquette, demonstrating polished professional conduct. They will navigate diverse business settings with confidence, building positive impressions and fostering</p>	4

		<ul style="list-style-type: none"> <li>• Business meals and social events</li> <li>• Professional conduct in social settings</li> </ul>	successful professional relationships	
8	<b>Module 8: Workplace Productivity Tools</b>	<p><b>1. Effective Use of Office Tools:</b></p> <ul style="list-style-type: none"> <li>• Microsoft Office Suite (Word, Excel, PowerPoint)</li> <li>• Collaboration tools and project management platforms</li> </ul> <p><b>2. Email and Calendar Management:</b></p> <ul style="list-style-type: none"> <li>• Efficient email handling</li> <li>• Scheduling and managing appointments</li> </ul>	Proficiently use workplace productivity tools, optimizing efficiency. They will leverage technology for streamlined collaboration, data management, and task execution, enhancing overall workplace productivity and effectiveness.	5
9	<b>Module 9: Emotional Intelligence</b>	<p><b>1. Self-awareness and Self-regulation:</b></p> <ul style="list-style-type: none"> <li>• Recognizing and managing emotions</li> <li>• Emotional resilience</li> </ul> <p><b>2. Empathy and Social Skills:</b></p> <ul style="list-style-type: none"> <li>• Understanding others' emotions</li> </ul>	Enhance emotional intelligence, demonstrating self-awareness, empathy, and effective interpersonal relationships. They will navigate emotions in professional settings,	4

		<ul style="list-style-type: none"> <li>Building positive relationships</li> </ul>	fostering resilience and positive collaboration	
10	<b>Module 10: Career Development and Advancement</b>	<p><b>1. Career Planning:</b></p> <ul style="list-style-type: none"> <li>Setting career goals</li> <li>Creating a career development plan</li> </ul> <p><b>2. Professional Growth Strategies:</b></p> <ul style="list-style-type: none"> <li>Seeking feedback and constructive criticism</li> <li>Taking initiative for career advancement</li> </ul>	Craft a strategic career plan, honing skills, and leveraging opportunities. They will navigate career transitions, demonstrating initiative, and positioning themselves for sustained professional growth and advancement.	4
11	<b>Module 11: Workplace Health and Wellness</b>	<p><b>1. Balancing Work and Life:</b></p> <ul style="list-style-type: none"> <li>Avoiding burnout</li> <li>Strategies for maintaining work-life balance</li> </ul> <p><b>2. Stress Management:</b></p> <ul style="list-style-type: none"> <li>Coping with workplace stress</li> <li>Building resilience</li> </ul>	Workplace health and wellness, implementing strategies for stress management and work-life balance. They will enhance overall well-being, fostering a positive and sustainable work environment.	4

<b>TABLE 3: OVERALL COURSE LEARNING OUTCOME ASSESSMENT CRITERIA AND USECASES</b>		
<b>LEARNING OUTCOME</b>	<b>ASSESSMENT CRITERIA</b>	<b>USECASES</b>
<b>Effective Communication Skills</b>	MCQ & Project Evaluation Based on Use case	Students are tasked with preparing and delivering a professional presentation on a relevant business topic.
<b>Interpersonal Skills</b>	MCQ & Project Evaluation Based on Use case	Assigning students to a team collaboration project. In this project, students must work together to achieve a common goal, simulating a real-world team dynamic.
<b>Time Management and Productivity</b>	MCQ & Project Evaluation Based on Use case	<p>Students are required to plan and manage their daily tasks efficiently to accomplish specific goals.</p> <p>Students would create a schedule, prioritize tasks, set deadlines, and allocate time for breaks. They would be encouraged to use productivity tools, such as calendars and to-do lists, to organize their work. The challenge could span a week, during which students track their progress and reflect on the effectiveness of their time management strategies.</p>
<b>Adaptability and Flexibility</b>	MCQ & Project Evaluation Based on Use case	Students are presented with a simulated industry shift, such as the introduction of new

		<p>technology or a sudden market trend.</p> <p>Students would need to analyze the situation, identify the implications for their projects or tasks, and adapt their strategies accordingly.</p>
<b>Professional Networking</b>	MCQ & Project Evaluation Based on Use case	<p>Informational Interview Project:</p> <p>A practical use case for Professional Networking involves assigning students to conduct informational interviews with professionals in their desired industry or field. In this project, students would identify and reach out to individuals for one-on-one discussions about their career paths, experiences, and insights.</p>
<b>Business Etiquette</b>	MCQ & Project Evaluation Based on Use case	<p>Organizing a Professional Dinner Simulation for students. In this activity, students participate in a mock formal dinner, where they practice and demonstrate proper business etiquette.</p> <p>Key elements to include are seating arrangements, proper use of utensils, conversation etiquette, and networking skills. Students can rotate tables to interact with</p>



		different peers, simulating the dynamics of a formal business dinner. Faculty or professionals can provide feedback on their behavior and etiquette.
<b>Workplace Productivity Tools</b>	MCQ & Project Evaluation Based on Use case	Students will work together on tasks such as document creation, project planning, and communication, using tools like Microsoft Teams, Google Workspace, or project management platforms.
<b>Emotional Intelligence</b>	MCQ & Project Evaluation Based on Use case	<p>Organizing a Conflict Resolution Workshop for students. In this workshop, students are presented with hypothetical workplace conflicts, and their task is to apply emotional intelligence to resolve the issues.</p> <p>Students will engage in role-playing scenarios, practicing active listening, empathy, and effective communication to navigate through the conflicts. The workshop can include discussions on recognizing emotions, managing reactions, and finding mutually beneficial solutions.</p>
<b>Career Development and Advancement</b>	MCQ & Project Evaluation Based on Use case	Create a comprehensive portfolio that showcases their skills,

		<p>accomplishments, and career aspirations.</p> <p>The portfolio can include a professional resume, a statement of career objectives, examples of work or projects, and reflections on personal and professional development. Students will present their portfolios in a simulated job fair or professional networking event, receiving feedback from peers, faculty, or industry professionals.</p>
<b>Workplace Health and Wellness</b>	MCQ & Project Evaluation Based on Use case	<p>Students are tasked with designing a workplace wellness program aimed at promoting physical and mental well-being among employees.</p> <p>Students will need to research best practices, propose initiatives such as fitness challenges, mindfulness sessions, or stress management workshops, and outline a comprehensive plan for implementation.</p>

<b>TABLE 4: LIST OF FINAL PROJECTS (20 PROJECTS THAT COMPREHENSIVELY COVER ALL THE LEARNING OUTCOME)</b>	
<b>SL. NO</b>	<b>FINAL PROJECT</b>

1	<b>Professional Email Writing Project:</b> Task students with composing professional emails, simulating common workplace communication scenarios.
2	<b>Mock Interview Project:</b> Have students conduct and participate in mock interviews to practice and refine their interview skills.
3	<b>LinkedIn Profile Enhancement:</b> Assign students to optimize their LinkedIn profiles, focusing on professional branding and networking.
4	<b>Team Collaboration Exercise:</b> Create a collaborative project where students work in teams to accomplish a common goal, emphasizing teamwork and communication.
5	<b>Time Management Simulation:</b> Develop a time management simulation where students prioritize tasks and manage deadlines in a virtual work environment.
6	<b>Networking Event Planning:</b> Have students plan and execute a networking event, applying their networking skills in a real-world setting.
7	<b>Resume Building Workshop:</b> Conduct a workshop where students create and refine their resumes, incorporating feedback for improvement.
8	<b>Technology Tools Showcase:</b> Task students with exploring and presenting the functionalities of various workplace productivity tools.

9	<p><b>Case Study Analysis on Adaptability:</b></p> <p>Assign case studies that require students to analyze and propose solutions in dynamically changing business scenarios.</p>
10	<p><b>Public Speaking Challenge:</b></p> <p>Organize a public speaking challenge where students deliver short presentations on industry-related topics.</p>
11	<p><b>Project Management Exercise:</b></p> <p>Have students plan and execute a small-scale project, applying project management principles and tools.</p>
12	<p><b>Conflict Resolution Role-Play:</b></p> <p>Organize role-playing scenarios to help students practice resolving workplace conflicts effectively.</p>
13	<p><b>Leadership Skills Workshop:</b></p> <p>Conduct a workshop where students engage in activities to develop and showcase leadership qualities.</p>
14	<p><b>Financial Literacy Simulation:</b></p> <p>Create a simulation that allows students to make financial decisions and manage a budget in a virtual scenario.</p>
15	<p><b>Innovation Pitch Competition:</b></p> <p>Encourage students to pitch innovative ideas or solutions to a panel, fostering creativity and problem-solving skills.</p>
16	<p><b>Diversity and Inclusion Awareness Campaign:</b></p> <p>Task students with creating campaigns or initiatives to promote diversity and inclusion awareness on campus.</p>
16	<p><b>Continuous Learning Blog:</b></p>

17	<p>Assign students to maintain a blog where they document and reflect on their continuous learning journey throughout the course.</p> <p><b>Entrepreneurship Challenge:</b></p> <p>Have students develop a business plan for a hypothetical startup, promoting entrepreneurial thinking and strategic planning.</p>
18	<p><b>Professional Development Webinar:</b></p> <p>Task students with organizing and presenting a webinar on a topic related to professional development for their peers.</p>
19	<p><b>Workplace Wellness Program Proposal:</b></p> <p>Have students create proposals for workplace wellness programs, promoting employee well-being and work-life balance.</p>

<b>TABLE 5: COURSE ASSESSMENT RUBRICS (TOTAL MARKS: 75)</b>				
<b>ASSESSMENT CRITERIA</b>	<b>DESCRIBE THE CRITERIA OF THE BELOW CATEGORY PERFORMANCE</b>			<b>TOTAL MARKS</b>
	<b>FAIR</b>	<b>GOOD</b>	<b>EXCELLENT</b>	
Project Evaluation based on Use Case	-	-	-	30
Project Demonstration & Documentation	-	-	-	20
MCQ based Assessment	-	-	-	25