

Certificate Course in Life Skills Empowerment for Business Success

Title of the Paper: Life Skills Empowerment for Business Success

Course Code: LSE005
30

Contact Hours:

Syllabus

Course Overview: This course combines vital life skills with business communication essentials, preparing students for success in diverse professional settings. Through interactive sessions, students will develop time management, interpersonal, and communication proficiency crucial for personal growth and career advancement.

Outcome: Equipped with essential life skills and effective business communication strategies, students will confidently navigate professional environments, demonstrate resilience in facing challenges, foster productive relationships, and make ethically sound decisions, ensuring their success in both personal and professional spheres.

Learning Objectives:

This course is designed to empower students with essential life skills necessary for success in the business world. By the end of the course, students will develop critical skills such as effective communication, problem-solving, time management, interpersonal skills, and emotional intelligence. They will also learn techniques for building resilience, managing stress, and fostering a positive mindset to navigate challenges and achieve personal and professional success in their careers. Additionally, students will gain insights into ethical decision-making, cultural sensitivity, and leadership qualities essential for business success in diverse environments.

Course Content:

Unit 1: Foundations of Life Skills (6 hours)

- Introduction to Life Skills Empowerment
- Importance of Life Skills in Personal and Professional Growth
- Time Management: Prioritization and Goal Setting
- Stress Management Techniques
- Ethical Conduct and Professionalism

Unit 2: Interpersonal Communication and Teamwork (6 hours)

- Building Effective Interpersonal Relationships
- Conflict Resolution Strategies
- Teamwork Dynamics and Collaboration
- Active Listening Skills
- Empathy and Emotional Intelligence

Unit 3: Business Communication Essentials (4 hours)

- Cross-Cultural Communication
- Technology Tools for Communication

Unit 4: Application of Life Skills in Business Contexts (8 hours)

- Integrating Life Skills with Business Communication
- Case Studies and Real-world Scenarios
- Role-playing Exercises
- Practical Application of Time Management and Stress Management Techniques
- Ethical Decision Making in Business

Unit 5: Mastery and Integration (6 hours)

- Synthesizing Life Skills and Business Communication
- Practical Integration: Applying Life Skills in Business Scenarios
- Crafting Personal Development Plans for Continued Success
- Integrating Life Skills and Business Communication in a Real-World Scenario

References:

Bradberry, T. & Greaves, J. (n.d.). Emotional Intelligence 2.0

Covey, S. R. (n.d.). The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change

Kaur, J. & Sharma, S. n.d.). Life Skills: A Guide for Growth and Empowerment

Khera, S. (n.d.). You Can Win: A Step-by-Step Tool for Top Achievers