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LIFESKILLS INTO WORK PROGRAMME

Total Duration: 24 hours (4 Days × 6 Hours)

Target Audience: Final Year Students / Recent Graduates

Objective: Address the challenge of unskilled workforce and bridge the gap through LifeSkills training and vocational support to place 9095 participants into work

Unit No.	Unit Title	Topics Covered	Activities / Highlights	Duration
1	Self-Awareness and Emotional Intelligence	Understanding Self-Awareness – Johari Window	Reflection Exercise: “Who am I?”	3 Hours
		Emotional Intelligence (EI) and its 5 Pillars	EI Self-Assessment and Group Discussion	
		Identifying Strengths, Weaknesses, and Values	Sharing Insights in Pairs	
2	Automation	Understanding Automation and Its Impact	Discussion: How Automation Saves Time	2 Hours
		AI-Powered Scheduling, Reminders, and Task Automation	Demo: Automate Tasks Using Google Tools	
		Ethical Use of Automation in Personal and Professional Contexts	Reflection: “What to Automate, What Not To”	
3	Cyber Governance	Handling Personal Data Safely with AI Tools	Activity: Identify Safe and Unsafe AI Platforms	2 Hours
		GDPR Basics and Recognizing Fake Tools	Discussion: Key GDPR Principles	
		Cyber Hygiene and Responsible AI Usage	Demo: Spot Unsafe AI Tools	
4	Financial Confidence	Financial Literacy and Budgeting Basics	Reflection: Assess Your Financial Awareness	2 Hours
		AI-Powered Personal Finance Tools	Demo: AI Budgeting/Saving App	
		Safe Use of UPI, Online Banking, and Digital Wallets	Quiz: Identify Safe vs. Unsafe Practices	

5	Digital Literacy	Meaning, importance, and relevance of digital literacy in daily life and at work.	Reflection: “How digitally literate am I?” – short self-check quiz.	2 Hours
		Overview of key tools – MS Office, Google Workspace, Cloud Storage, Email & Calendar Management.	Demo	
		Ethical and responsible use of technology; understanding digital footprints and misinformation.	Discussion: “What does being a good digital citizen mean?”	
6	Communication	Verbal and Non-Verbal Communication	Role Play: Handling Workplace Communication	2 Hours
		Active Listening and Empathy	Activity: Mirroring and Paraphrasing	
		Communication Across Workplace Contexts (Meetings, Emails, Presentations)	Discussion: Identify Effective and Ineffective Communication Examples	
7	Professional Etiquette and Grooming	Personal Grooming and Workplace Behavior	Demo: Dress for Success	2 Hours
		Body Language, Greetings, Dress Code	Activity: Correct Posture and Handshake	
		Digital Etiquette – Emails, Chats, and Social Media Conduct	Simulation: Writing Professional Emails	
8	Problem Solving and Decision Making	Structured Thinking Models (5 Whys, Root Cause Analysis)	Case-Based Problem Solving	2 Hours
		Decision-Making Tools (Pros & Cons Matrix, Pareto Analysis)	Exercise: Apply to Real Workplace Problem	
		Applying Logic in Real Workplace Challenges	Discussion: Six Thinking Hats Method	
9	AI and AI Tools for College Graduates	Overview of AI – Basics and Applications	Interactive Discussion: Everyday AI Examples	4 Hours
		AI Tools for Different Works or Tasks	Demo: Explore AI Tools by Category	
		a) Writing and Communication Tools – ChatGPT, Grammarly, QuillBot, Copy.ai	Practice: Write a formal email or paragraph using AI	
		b) Research and Learning Tools – Perplexity, Elicit, Google Gemini	Activity: Use AI to summarize an article or topic	
		c) Presentation and Design Tools – Tome, Gamma, Beautiful.ai, Canva Magic Write	Practice: Create a 3-slide AI-based presentation	
		d) Productivity and Task Management Tools – Notion AI, MS Copilot, Sheets AI, Taskade	Demo: Automate simple daily tasks using AI	
e) Career Development Tools – Zety, Kickresume, Teal, Rezi	Activity: Build a resume or cover letter using AI			
10	Interview Preparation	Common Interview Formats and Questions	Practice: Respond to Common HR Questions	3 Hours
		Using AI for Mock Interviews and Feedback	Activity: AI Mock Interview Simulation	