Tamil Nadu Open University
School of Education
Chennai – 15

SHORT TERM PROGRAMME ON LIFE SKILLS AND PERSONALITY DEVELOPMENT

This short term programme introduced for imparting essential knowledge and skills in the areas of various aspects of personality to become successful person in life. Personality development is aimed at making a person to understand the self, enhance confidence, promote appropriate communication skills and develop self-development skills which are essential for overall behaviour and attitude in life.

Programme Objectives

While studying Life Skills and Personality Development, the student shall be able to:

- acquire knowledge of basic concepts of personality and life skills;
- enumerate core life skills and its application;
- strategize enhancing personality through life skills;
- recognize various life skills for self enhancement and well-being; and
- realize the essentials of life skills in various spheres of life.

Programme Outcomes

After completion of Life Skills and Personality Development, the student will be able to:

- concentrate on continuous practice of life skills to enhance personality;
- prepare himself/herself to face life/career challenges in an effective way;
- formulate situational strategies to manage crisis in life through life skills;
- practice life skills for self-enhancement and well-being; and
- apply life skills in various spheres of life to become successful.

Eligibility	**:**	12th pass and above
Lateral Entry	**:**	Those who have completed the Short Term Course on Life Skills and Personality Development from TNOU are exempted from one course (CPPED – 03 – Life Skills and Personality Development)
Medium of Instruction	**:**	English
Duration	**:**	Minimum 1 months and Maximum 6 months
Fee Structure	**:**	Rs. 750 /-
Course Delivery	**:**	Online

Programme Details

COURSE CODE	COURSE TITLE	CREDITS
CPD - 03	Life Skills and Personality Development	3
Total Credits		**3**

Examination System: Theory Examinations will be conducted online / proctored by using suitable technologies. The Assignments and Quizzes are integrated into the course delivery mechanism.

Scheme of Evaluation

Online Assignments (2 assignments)	:	30 %
Term-End Examination (on-line 35 Multiple Choice Questions)	:	70%

Assignments for the Course: Suitable online assignments will be given in the course itself. The students should answer and submit the assignments through the LMS. They will be evaluated by the course director or concerned teacher and marks will be provided.

Theory Examination: The external examination is also conducted through online mode. The objective type questions are provided from the pre-loaded question bank to the students and they shall take up the test within a stipulated time. The examination shall be conducted through proctored online testing mechanism or any other method devised by TNOU. Once the students

have passed the TEE, the system completes the examination process. If the students don't pass the TEE, they may take up the examination any number of times till they pass the exam. There shall be a time gap between two consecutive attempts. Students shall normally be allowed to appear for theory examination after completing all assignments.

Passing Minimum: The passing minimum for online examination is 25 marks out of 70 marks and minimum of 10 marks out of 30 marks for the Assignments and the sum of CIA and TEE should be 40.

Classification of Successful Candidate: Candidates who pass all the Courses and who secure 60 percent and above in the aggregate of marks will be placed in the first class. Those securing 50 percent and above but below 60 percent in the aggregate will be placed in the second class. Those securing 40 percent and above but below 50 percent in the aggregate will be placed in the third class.

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COURSE TITLE : **LIFE SKILLS AND PERSONALITY DEVELOPMENT**

COURSE CODE : **CPPED - 03**

COURSE CREDIT : **3**

COURSE OBJECTIVES

While studying Life Skills and Personality Development, the student shall be able to:

- identify the importance of life-skills for personality development;
- acquire social and negotiation skills for adjustment in life situations;
- find out the importance of effective communication and interpersonal relationship in developing cordiality in surroundings;
- enumerate the effectiveness of thinking and coping skills in enhancing personality;
- comprehend the essential skills for employability and career advancement.

COURSE OUTCOMES

After completion of Modern Life Skills in Personality Development, the student will be able to:

- concentrate on improving life-skills for personality development;
- apply social and negotiation skills for the adjustment in life situations;
- recognize and apply effective communication and interpersonal relationship in developing cordiality in surroundings;
- practice thinking and coping skills to be successful in life and career; and
- promote life skills for employability.

BLOCK 1 UNDERSTANDING PERSONALITY AND LIFE SKILLS

UNIT – 1 – Personality: Definitions, Importance, Charateristics

UNIT – 2 – Personality: Determinants, Traits

UNIT – 3 – Life Skills: Concept, Definition, Problem specific and area specific skills, Life skills Education Vs Life skills Training

BLOCK 2 SOCIAL AND NEGOTIATION SKILLS

UNIT – 4 – Self-Awareness and Empathy

UNIT – 5 – Effective Communication

UNIT – 6 – Interpersonal Relationships

BLOCK 3 THINKING SKILLS AND PROBLEM SOLVING SKILLS

UNIT – 7 – Critical Thinking and Creative Thinking

UNIT – 8 – Problem Solving and Decision Making

UNIT – 9 – Application and Practice of Problem Solving and Decision Making Strategies in Daily Life

BLOCK 4 COPING SKILLS AND PERSONAL GROOMING

UNIT – 10 – Coping with Emotions and Stress

UNIT – 11 – Personal Grooming

BLOCK 5 LIFE SKILLS AND EMPLOYABILITY SKILLS

UNIT – 12 – Life Skills for Employability, Effective Team Work

UNIT – 13 – Motivation, Job Involvement and Satisfaction

UNIT – 14 – Life Skills Assessment

SUGGESTED READINGS

- **Delors, Jacques (1997).***Learning: The Treasure Within*.Paris: UNESCO.
- **Duffy Grover Karen, Atwater Eastwood (2008).**(8th Ed.), *Psychology for Living- Adjustment, Growth and Behaviour Today*. New Delhi: Pearson Education Inc.
- **Mangal S.K. (2008)**.*An Introduction to Psychology*. New Delhi: Sterling Publishers Pvt. Ltd.
- **UNESCO (1997).***Adult Education: The Hamburg Declaration*. Paris: UNESCO.
- **UNESCO (2005).***Quality Education and Life Skills: Darkar Goal.,* Paris: UNESCO.
- **WHO (1999):***Partners in Life Skills Education: Conclusions from a United Nations Inter-Agency Meeting*. Geneva: WHO.

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