



SYMBIOSIS

Symbiosis College of Arts and Commerce
(An Autonomous College under Savitribai Phule Pune University)
LIFE SKILLS COURSE FOR 'DEGREE WITH HONOURS' PROGRAMME

Title of the Course: Breaking The Glass Ceiling “Master your life”

No. of hours: 45

Course Code: 50412L16

Name of the Faculty: Ms.Preeti Mahurkar

Course Learning Outcomes

- CO 1: Define empowerment and enrich yourself with life skills, personal development tools, techniques and resources to live a qualitative and purposeful life.
- CO 2: Identify your life to understand and balance all levels of your existence i.e physical, mental, social and spiritual unlocking your highest potential, creativity and purpose
- CO 3: Determine your personality and how to change it, create Healthy Habits, positive mind-sets and constructive thoughts to achieve emotional wellbeing and make better choices
- CO 4: Devise the art of time management and discipline to improve your performance and become effective and efficient. Learn to avoid boredom, wasting time in meaningless pursuits and procrastination
- CO 5: Assess your Core Values , discover your passion and life purpose, define and refine your vision and goals

Teaching Methodology: Group Discussions & debates, Brainstorming , Skill workshops, Role Plays , Case Studies and story -telling, motivational videos and workbook exercises, meditation, book reviews , Outdoor sessions-----guest lectures—workshops

| Unit | Contents of the syllabus | Number of Hours |
|------|---|-----------------|
| 1. | <ul style="list-style-type: none">▪ Create a Clear Vision, discover passion and life purpose.▪ Define and refine your vision and goals.▪ Take accountable actions and steps toward the progressive realization of your dreams.▪ Unlock your full potential and learn the essential skills needed to live a happy and successful life▪ Understand and balance all levels of your existence ie physical, mental, social and spiritual to unlock your highest potential, creativity and purpose. | 06 |

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| 2. | <ul style="list-style-type: none"> ▪ Learn how to re- program your mind, change habits and install strong and long lasting positive behavior using Neuro linguistic programming Strategies. ▪ Learn how to Grow Your Confidence and develop Self-Esteem. ▪ Learn effective communication skills and how these impact successful presentations. ▪ Learn how to be more self-assured, confident and positively assertive. | 06 |
| 3. | <ul style="list-style-type: none"> ▪ Learn to Collaborate through teamwork and cooperation. ▪ Learn problem solving, decision making, critical and creative thinking skills. | 08 |
| 4. | <ul style="list-style-type: none"> ▪ Learn personal SWOT analysis - Utilize the tools to transform weaknesses into strengths, setbacks into success. ▪ Learn how to overcome Fear, Doubt & Worry and release Inner Block. ▪ Learn how to develop positive attitudes in resolving stress and conflicts of life. ▪ Learn how to motivate oneself, how to convert adversities into opportunities and depression into encouragement. ▪ Learn Stress Management & Emotion management. ▪ Learn how to Detoxify your life. | 06 |
| 5. | <ul style="list-style-type: none"> ▪ Learn the art of time Management & priority setting. ▪ Develop confidence, calmness and concentration. ▪ Learn how to avoid Procrastination and wasting time in meaningless pursuits. ▪ Learn the importance of effective time management skills. ▪ Learn how to be focused and multitask. | 08 |
| 6. | <ul style="list-style-type: none"> ▪ Learn the art of presentation, managing body language, handling conscious and unconscious movements, facial expressions, breathing, gesture, posture, voice tone to communicate more effectively. ▪ Learn Etiquettes for facing social and corporate situations. ▪ Enhance social skills such as relationship building and interpersonal interactions. ▪ Enhance Communication and presentation skills, face interviews with confidence. ▪ Develop social skills, empathize and understand others' needs. | 06 |

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| 7 | <p>Book Review—</p> <ul style="list-style-type: none"> ▪ The Alchemist by Paulo Coelho ▪ <i>The Art of Happiness</i> by Dalai Lama XIV ▪ What I Know for Sure by Oprah Winfrey ▪ Think And Grow Rich by Napoleon ▪ <i>The Power Of Positive Thinking</i> By Norman Vincent Peale ▪ Master Your Time, Master Your Life by Brian Tracy ▪ The Success Principles by Jack Canfield ▪ The Power of Positive Thinking by Dr. Norman Vincent Peale ▪ How to Win Friends & Influence People by Dale Carnegie ▪ Awaken the Giant Within: How to Take Immediate Control of Your Mental, Emotional, Physical and Financial by Tony Robbins ▪ Timeless mind, ageless body by Deepak Chopra | 05 |
| | Total Number of Hours | 45 |

Suggested Reference Books:

- Master Your Time, Master Your Life: BY BRIAN TRACY
- MASTER YOUR THOUGHTS MASTER YOUR LIFE BY Bhupendra Singh Rathore
- The Power of Habit: Why We Do What We Do in Life and Business by Charles Duhigg