

કમ્પોનન્ટ ૧ અને ૨ ની યાદી

**COMPONENT 1 - LIFE SKILLS**

<u>Sr. No.</u>	<u>Topic</u>	<u>No. of Hours</u>
1	Self-Awareness- SWOT	2
2	Self Esteem	1
3	Self Confidence	2
4	Empathy	2
5	Team Work	2
6	Life Goal Setting	2
7	Observation & Concentration Skills	2
8	Self-Discipline	2
9	Commitment	2
10	Critical Thinking	2
11	Stress Management	2
12	Problem Solving & Decision Making	1
13	Interpersonal Skills	1
14	Negotiation Skills	2
	<b>Total</b>	<b>25</b>

**COMPONENT 2 - EMPLOYABILITY SKILLS**

<u>Sr. No.</u>	<u>Topic</u>	<u>No. of Hours</u>
1	Cover Letter	2
2	Resume Writing	2
3	Grooming & Personal Hygiene	2
4	Body Language	2
5	Time Management & Punctuality	1
6	Presentation Skills	1
7	Professional Goal Setting	2
8	Interview Skills	3
9	Group Discussions	1
10	Efficiency	1
11	Planning & Organizational Skills	2
12	Professional Ethics	2
13	Leadership Skills	2
14	Following Directions	2
	<b>Total</b>	<b>25</b>