



1

UNDERSTANDING MYSELF



K-W-L ABOUT

I Know	I want to Know	I Learned

Fill the I know and I want to know columns by yourself or with the help of the facilitator before starting this unit.

1. GET STARTED

Objectives:

- At the end of the lesson, you shall be able to familiarise with activities to know your friends and teachers

Introduction:

Before we understand about employability skills let us now understand ourselves first,

Who am I?

What is my character?

How do I behave?

What is my strength?

Who is going to teach this subject?

Do I know about the person sitting near me?

Let's get these questions answered here.

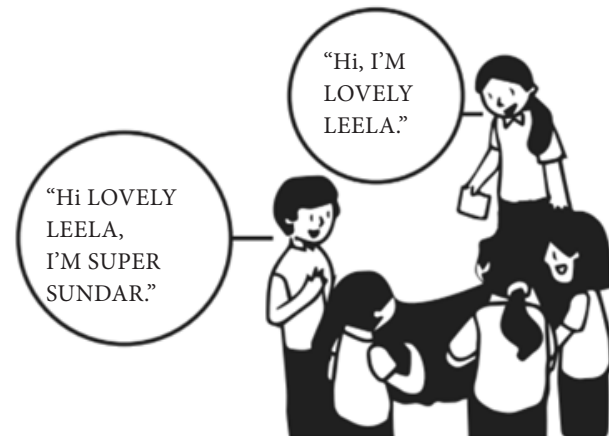
ACTIVITY 1

Name Game

- Stand in a circle.
- Use a positive adjective to introduce yourself which starts with the same alphabet as your name.









3. The first person starts with his/her name plus an adjective that begins with the same first letter as the name
4. The second person continues like the same.



ACTIVITY 2

Share And Care

 1 2 mins: Find a coin! Search for a coin. Any coin! Once everyone has a coin, take step 2.	 2 2 mins: Find your team. In 2 minutes, form a team with 3 people from your class, whose coins are: of same year, or of same value.	 3 20 mins: Become a team Share with each other: What is your hometown? Your favourite memories from school life? What are your hobbies? Favourite subjects? Why did you join this trade?
 4 5 mins : Map common ground. Make a list of everything that you seem to have in common with each other!	 5 5 mins: Celebrate difference. Make a list of everything that seems to be a unique quality of some of the team members.	 6 20 mins: Share with all! Share with the whole class: What does your team have in common? And what makes each of you unique?





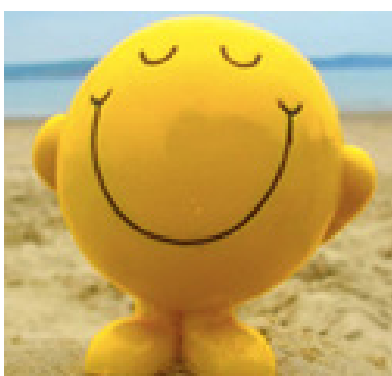
ACTIVITY 3

Do you remember how you learned your mother tongue? Choose a partner and tell him/her about your mother tongue learning experiences. You may make notes in the space given. You may use the ideas given in the box.

- Listened to how parents and elders spoke.
- Listened to stories.
- Learnt while playing with friends in childhood.
- It was spoken in the area where we lived in my childhood.
- Heard elders use and tried to imitate them.
- Watched TV and movies.

ACTIVITY 4

Prepare a 2-minute speech on 'My happiest memory' and present it in front of your class.



To understand yourself better you can also do the following:

1. Take a personality test:

The first thing you can do to gain a greater understanding of yourself is to get some objective assessment. You can also ask people.

2. Understand your learning style:

There is a theory that every person learns and processes their experience of the world in one of a number of different ways. Knowing what learning style you have will help you even once you're out of school and can help you to understand why you struggle with some activities and excel at others. As with the others, there are a number of free tests that you can take online. Just be aware that this is a disputed science, with many theories about how many learning styles exist, and you may get different results depending on which test you take.

3. Do character writing exercises.

When writers go to write a book, they will often do writing exercise.

ACTIVITY 5

At last, it is time to be a journalist! It is time to get to know the Employability Skills Teacher! Ask your instructor to share answers to the following questions with you. You can add new questions you created. Some examples are given below.



- What is your name?
- How did you become interested in becoming a teacher?
- What is your vision of an ideal teacher?
- What are your personal strengths?

CONCLUSION

From this lesson you have discovered your adjectives, what you represent and also found new friends who have the same interest and likings as you, about your teacher with whom you are going to continue this curriculum journey for the entire year.

2. INTRODUCTION TO THE ES-CURRICULUM

Objectives

At the end of this lesson, you shall be able to:

- Identify why employability skills are needed
- List the various skills included in Employability

INTRODUCTION

Employability skills: Employ + Ability. The ability to be employed is employability! It includes all the skills that can help a trainee succeed in any job.

It includes the soft skills that allow you to work well with others, and apply knowledge to solve problems. These skills are the non-technical skills.



Understanding Myself: This module will take you through the journey. A journey of understanding and exploring yourself, your interests, abilities and role models, learning these skills will prove to be useful throughout your life. These key understandings play a critical role in influencing our judgements, decisions, and interactions with other people.

English Skills: If you can speak, read and write basic English, you become eligible for jobs all over the world! And, all it takes is one hour of practice every day. Isn't this very exciting? Listening, speaking, reading and writing are the four language skills we need to develop for complete communication.

Communication Skills: When the instructor asks you a question, Are you always able to raise your hand and answer without hesitation? Do you find it easy to introduce yourself to a visitor? If you learn the skill of communication, you will never have to worry again about 'hesitation'. You will be able to express your ideas and thoughts to anyone!



Digital skills: Would you need to create your resume / CV in the near future? Would you like unlimited access to knowledge about the latest technologies? Learning IT literacy teaches you all of this and more. The student who masters the digital skills unit can create a better resume, find better jobs and learn new skills faster.

Entrepreneurship: Have you thought about starting your own company? It is intended for the aspiring youths who undergo technical training in various trades and wish to take up entrepreneurship as a career opportunity. The lessons are focused on getting the students informed/motivated towards entrepreneurship and getting a project report written by them.

Building 21st century skills: In the 21st century, success belongs to those who have the confidence and ability to learn new skills! The knowledge and skills that you learn today will be outdated in the next few years. But, if you learn how to learn new skills on your own, you will never have to worry about it.

Gender: People make meaning of the world they live-in, by studying

human behavior and our interactions with regard to other fellow human beings. Understanding of fellow human beings is considered as the understanding of gender which is continually evolving.

Financial Literacy: The world we live in is becoming digital. Here you will learn the need for money, to open a bank account and understand banking as a whole. Also, we introduce the world of digital payments.

Preparation for the world of work: World of work is the world of the workplace. Are you aware of the skills required in your workplace? We need to learn about the world of work so that we can stay up-to-date about the different skills and technologies that we need to learn. It also helps us be aware of the different opportunities available.

ACTIVITY 1

Try to recall a few new things you have learnt in the last three years. You may use the list of things given below. Tick the items that you learnt in the last three years



Ride a bicycle	Ride a two wheeler	Drive a Car
Travel alone from my town / Village to the city by bus	Use a smartphone	Chat on WhatsApp
Created Facebook account	See videos on YouTube from the smartphone	Create memes
Book train tickets online	Watch cricket matches online	Download apps from google play store





ACTIVITY 2:

Another big question! How will we learn all of these skills? We can give you a hint. You cannot learn them by reading or listening to good tips. You can learn it the way you learned how to ride a bicycle!

Skills	What can YOU do to learn this?	How can YOUR Employability Skills' FACILITATOR help?	How can YOUR FRIENDS help?
Professional attitude			
Speaking, reading, writing English			
Communicating effectively			
Learning Technology			

CONCLUSION

Employability skills are those that are acquired by an individual to become employable. Now you have gained an introduction to the skills that are included in employability skills. Also, a short insight on what you are going to learn in the following lessons, exploring what skills you are in need of improving.

QUESTIONS TO THE STUDENTS

1. What is it that you will do during the course to improve your employability skills?

2. What steps will you take after the completion of this course to continue to help you excel in your job?



3. PERSONAL AND INTERPERSONAL SKILLS

Objectives

At the end of this lesson, you shall be able to:

- understand personal and interpersonal skills.
- differentiate personal and interpersonal skills.
- identify personal and interpersonal skills.

INTRODUCTION

One of the essential qualification of an employee is personal and interpersonal skills. A greater understanding about you and how you interact with others determines how productive you can be in a team. Identifying these skills will help you have a job, you like and stay in it to maintain personal and social relationships for a longer period of time.

PERSONAL SKILLS

Personal skills can be defined as the abilities a human being possesses. These can be in

the form of abilities and attributes. For example, Vineet Nayar, the CEO of Indian IT service HCL was a great visionary leader who possessed excellent leadership skills that he changed the office of CEO by his motto “Employee first, Customer second...”; this is his personal skill. Knowing what skills we specialize is important in personal and professional scenarios.

Personal skills can be categorized into two.

- Soft skills
- Hard skills

Soft skills are the intangible attributes of our personality. Soft skills aid us in interaction with others and are related to our attitude, emotions, habits, communication style, social manners and personality. Employability skills mainly include all the soft skills required for an individual.

Hard skills are specific attributes related to performing a task (technical). These skills are usually the abilities and knowledge related to certain areas. It is mostly absorbed by the individual through education and experience. Examples



of hard skills are language proficiency, subject proficiency (accounts, audit, management, medicine, etc.), driving skills, etc. Such skills determine the employability and help the employer to assign responsibilities & tasks. Both soft and hard skills are a necessity. They work together and can complement each other which creates a unique personality for an individual.

INTERPERSONAL SKILLS:

Interpersonal skills are the skills we use every day when we communicate and interact with other people, both individually and in groups. They include a wide range of skills, but particularly communication skills such as listening and effective speaking.



Interpersonal Skills Include

- Communication skills
- Verbal Communication
 - Non-Verbal Communication
 - Listening Skills
- Emotional intelligence
- Team-working
- Negotiation, persuasion and influencing skills
- Conflict resolution and mediation
- Problem solving and decision-making

Difference Between Personal and Interpersonal Skills

Personal Skill	Interpersonal Skill
To think and behave ethically	To understand group dynamics
To handle oneself in situations of stress, conflict and challenge	To transfer and receive knowledge
To be flexible in new situations	To negotiate with people

ACTIVITY 1

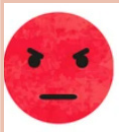
You brought a Smartphone that you liked while looking through various products in the shop, after paying for the product you noticed some damages inside the product while opening the case, now you want to return the product and get your money back. Discuss the situation and how you will emotionally respond to the situation. Some examples for how you can respond are shown below.



Hello sir, the product I bought is defective. I have the bill with me. Can you replace or refund me?



The product I spend my money on is a waste. I have no idea how to select.



How can you sell me a defective product? Where is the manager? I need to speak to him. I am going to sue you all.....



I bought the product 2 hours ago. Just now I observed it was defective. Is there any possibility to change the product? If No, it is Ok, I will get a new product. Sorry for wasting your time.

CONCLUSION

You have now learned to identify and differentiate personal and interpersonal skills, when and where they can be used, how they are important to your work life and how to improve them. Having effective personal and interpersonal skills will help you to maintain healthy relationships everywhere.

QUESTIONS TO THE STUDENTS

- Based on the activity below, analyze the following skill you should possess
 - Personal Skill _____
 - Interpersonal skill _____

4. KNOW YOURSELF AND KNOW OTHERS

Objectives

At the end of this lesson, you shall be able to:

- Recognize that people have unique strengths which could be qualities, skills or talents
- Identify strengths, talents and skills in self as well as others
- Learn English words to describe people's qualities and talents.

INTRODUCTION

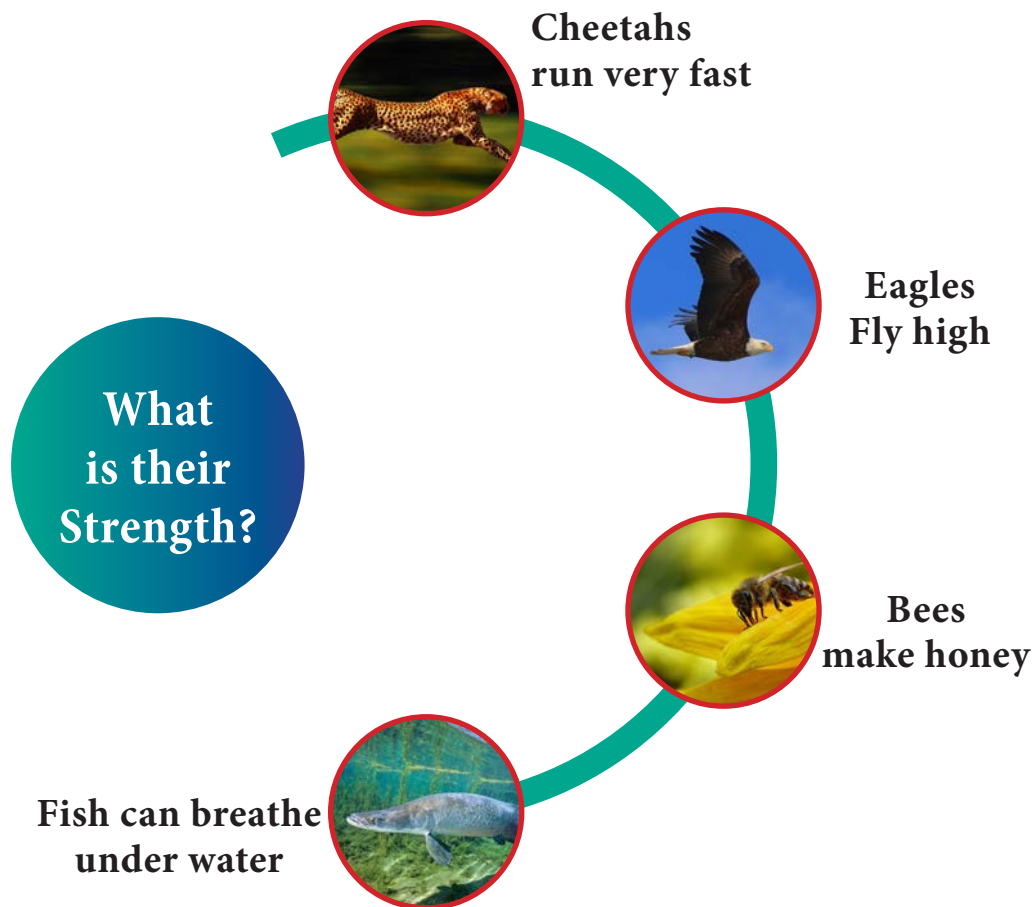
When you're planning for your future, it helps if you know more about your own strength, qualities, thoughts, values, ideas, and personality.

If you know what you are good at, you can identify the right career opportunities. And, when you understand your areas of improvement, you will always keep learning and growing!

Learn about yourself:

Think about the things that

- we are good at doing
- other people recognize as our qualities
- People often ask us for help
- you like to do
- make you happy
- you do in your free time



Some Famous Personalities and their Strengths



DR. A.P.J. Abdul Kalam
Intelligent, Humble and Great Scientist



Mother Teresa
Kind, Compassionate and Helpful



A.R. Rahaman
Musical Genius, Hard-working and Generous



M.S. Dhoni
Cool Patient and Great Player.



Malala Yousafzei
Courageous Bold and Good Speaker



ACTIVITY 1

Identify your strength and get to know your friend too.

Qualities	Talent	Skill
Honest	A good singer	Cook well
Hardworking	A poet	Play _____ (any sport)
Enthusiastic	A musician. I play _____	Use the computer
Friendly	An actor	Solve math problems fast
Helpful	An artist; a painter	Drive (car, jeep, tractor)
Sensitive	A good dancer	Operate _____ machine
Organized	A good mimic	Speak English

Did you discover any new strengths in you today? What are they?

We can always acquire new strengths. There are many things that we have never tried yet. As our life experience grows, our strength also grows.

After identifying your strengths you are now able to apply it and show personal growth, but if you are going to work in a team it is necessary to know about the strengths of others to make your work more effective. Identifying the strength of others and allotting work accordingly will make you and your work more fruitful.

ACTIVITY 2

List at least 3 family members and 3 friends/classmates and identify their strengths.

S.No.	Name	Relationship	Strengths
1.			
2.			
3.			
4.			
5.			
6.			



CONCLUSION

In this lesson we learnt about special qualities, strengths and skills. You identified your strength as well as others. You learned about the need for identifying the strength and skills of self and others while working as a team.

QUESTIONS TO THE STUDENTS

1. What are some of the common words that we can use to describe strengths?

2. Why is it important to know one's strengths?

3. How can you use the knowledge of your strengths in your career decisions?

5. EXPLORE THE FUTURE OF WORK

Objectives

At the end of this lesson, you shall be able to:

- Understand about the future of work
- Recognize why the future of work is important
- Analyze ways to stay updated in work

INTRODUCTION

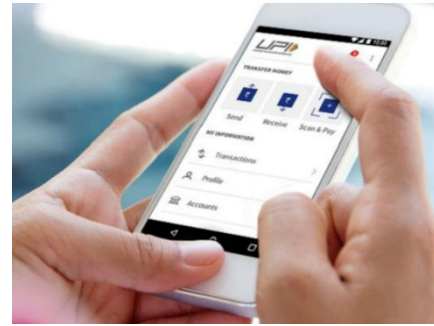
The Future of Work is influenced by rapid change in technology. As technology develops, the way we work also changes.

For example, 20 years ago if you filled petrol in your vehicle, you could only pay by cash. 15 years ago the technology of card payments was introduced. 5 years back the card payment machines became very modern and slim. 2 years ago, apps such as BHIM UPI, Google pay, PayTM, etc., have changed the way in which we pay money.

Now, think of the cashier at the petrol bunk. In the last 15 years, the cashier had to learn and adapt to 4 different ways of money transactions! Hence, understanding that technology will keep evolving thereby making jobs undergo changes. What we learn today will need to be updated because the future of work will demand us to be aware of technology and developments in the job market.

When it comes to the future of the workforce, nobody knows with certainty what new industries will emerge and the skills that will be in high demand. What we





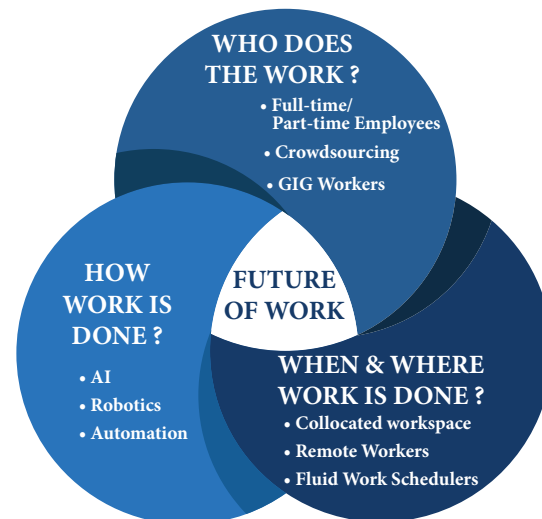
do know is that the future will be radically different from the work environment of today, and the pace of change will be faster than anyone expects. Simply put, the future of work is a projection of how work, workers and the workplace will evolve in the years ahead.

New technologies, demographic shifts and the impact of Covid-19 on the labour market have been radically transforming the way that organizations conduct business and the type of skills their talent needs to help them thrive in this new age of work. Nearly 50% of companies expected that by 2020, automation will lead to some reduction in their full-time workforce, while more than half of all employees will require significant re- and upskilling.



FUTURE OF WORK INITIATIVES IN WORLD FORUM

The Future of Work initiative was proposed by the ILO (International Labour Organisation) Director-General in 2013 as one of the seven centenary initiatives. With the launch of the initiative in 2015 the ILO embarked on a four year journey that began with a series of National Dialogues, followed by the report of an independent Global Commission and culminating in the adoption of the Centenary Declaration on the Future of Work at the 108th International Labour Conference in 2019.



Why is the future of work important?

According to the 2016 Future of Jobs report from the World Economic forum, fundamental skills such as critical-thinking, problem-solving and decision-making are the building blocks that establish a framework to help employees identify



changes in their environment quickly and adapt response strategies targeted at producing the outcomes they desire.

It is not only necessary to find innovative ideas but implementing them quicker will get you an advantage in the world of business.

Workforce Planning

Employers are currently planning to create networks that will support them for the future of work also the recruiting officers of the company are preparing methods in which they can identify the skills of employees that makes them sustainable for the future work. This process may include the following:

- Staying informed about new and developing positions that support a future-oriented structure.
- Determining technological requirements by department.
- Conducting a job analysis to understand how work is currently done.
- Conducting skill analysis of the current trend of employees to identify gaps in future needs.

- Strengthening the employee values—what employees get in exchange for what they give—to help retain talent in the most critical roles.
- Changing the concept of business apart from just retaining customers

Tips to be Prepared for Future Work

- Track the changes.
- Stay updated.
- Technology, Industry trends change with time.
- Keep learning new things.
- Understand the future and talk to instructors and experts
- Be flexible with time

ACTIVITY 1

Look at the table carefully. It shows the different changes in work practices in the past and future. Pair up with a friend and discuss each point in detail. Write down what are some skills needed for you to work well and sustain your career in the future.

The Past	The Present & Future Of Work	Skills Needed for Future of Work
Working Hours: 9 a.m. to 5 p.m	Working Hours: Anytime	
Workspace: In office or factory	Workspace: Anytime, Anywhere for example, Call Taxi drivers	
Career growth: According to company rules For example, a person can get a promotion only based on their qualification and years of experience.	Career growth: As per performance & skills For example, a person can get promoted if they learn skills quickly, perform well and meet the targets, even if they are junior or have a basic degree.	
Getting a job: Focused on knowledge and degrees	Getting a job: Focused on knowledge and degrees	
Learning only through company sponsored courses, workshops, on the job trainings For example, a person can learn only if the company gives the training	Learning can be done by anyone, anytime and anywhere. For example, a person can gain many skills, get certifications to grow in their career by learning online.	

ACTIVITY 2

With the help of your instructors and the internet, try to understand five changes in your trade in the last 10 years. Also note down the reasons for the same.

Changes in my trade (Past)		
S.No	Changes	Reasons for the change

CONCLUSION

You will now have an understanding about how the future of work came into existence, the role of ILO in developing it, and what skills you must possess to stay updated in your work. you have also analysed your trade and mapped what change took place in the recent years, why did the change happen and you can improve your skills to be a part of the future of work.

QUESTIONS TO THE STUDENTS

1. What are the tools you think can be used to understand the industrial changes in future? For example, Information from newspapers can be one such tool.

2. Discuss some ways in which you adapt to changes and advances in the industry of your trade.
3. Identify your area of interest and list some companies/industries related to it.

6. BECOMING A SELF LEARNER

Objectives

At the end of this lesson, you shall be able to:

- understand self-learning
- identify the difference between self-learning and classroom teaching

INTRODUCTION

How long have you been learning in a classroom? Mostly from Kindergarten. Try to think about various things you learned from your teacher, from your friends, from your parents and you learnt by yourself. There are certain things in life where you cannot understand by listening, those things need to be self taught. Do you know that certain people can learn by themselves with proper guidance and support?. In this lesson you will explore the art of self-learning.



Learning independently can be challenging. Although self-learning was considered a great feat some time back, it is no longer as difficult as it once was. With huge amounts of free resources and access to hundreds of content sources and

online courses, all you need is to put a considerable amount of time and energy into learning something new.



What are self-learning skills?

Self-directed learning skills involve the ability to manage learning tasks without having them directed by others. They are skills necessary for effective lifelong learning and are one of many learning skills students are expected to develop in college.

QUALITIES OF A SELF LEARNER

In order to be a self-learner, one needs these 5 simple qualities



Difference between Self-Learning and Classroom Learning

	Self-Learning	Classroom Learning
FLEXIBILITY	schedule time based on your availability and interest	need to follow the fixed set of time
ENVIRONMENT	can be changed according to the needs of the self	need to adjust to the place allotted for self
ASSIGNING WORKS AND GOALS	realistic and self defined goals can be set and completed	need to fix to the allotted time and cannot be altered based on requirements
CONTENTS	selected based on your ability and interest	need to stick to the curriculum fixed for all
SOCIAL INTERACTIONS	It is minimized as there is no peer to discuss immediately with	can get the help of peers for better understanding then and there

REASONS TO CONSIDER SELF-LEARNING

- Self-learning helps you develop your problem solving skills.
- Self-learning is stress free. There are no exams, no deadlines. Only pure satisfaction and curiosity being answered.
- You gain secondary skills that will help you advance your career.
- Self-learning comes out of your personal desire to learn something new. Thus, you

get a feeling of accomplishment and feel a sense of purpose.

- You get to choose the way you learn. You can find your comfortable medium, videos, texts, experiments or webinars and other diverse mediums can be efficiently used to learn.

So, how can you start learning by yourself?

1. Set Learning Goals

Setting realistic goals will help you focus and improve your productivity while utilizing various learning styles. It lets you work towards something achievable and gives purpose to your learning.

2. Assess Your Learning Resources

This is an important step you need to focus on. As self-learners, it is necessary to verify the authenticity and correctness of the materials you use to educate yourself. You should also look into what is accessible to you to make your learning progress.





3. Engage in a Learning Process

The more you keep putting off your learning process, the more difficult it becomes for you to start learning.

4. Apply What You Learn

The best way to retain knowledge is to use it. When you self-learn something, try to find a real world application to use the knowledge you gained. For instance, if you are trying to learn a new language, try speaking it with a native or fellow learner. This way you will get more confidence in your learning and will also be able to remember what you studied better.

5. Collaborate With Other Learners

A great thing about online communities is that it allows you to meet with people from all over the world with similar interests and learning aspirations.

6. Share Your Knowledge

The final step would be to give back to the community. The more you teach, the easier it is for you to keep learning.

As the number of schools has risen over the past century, so have the number of self learners. The Industrial Revolution produced new educational tools used in schools, universities, and outside academic circles to create a postmodern era that gave birth to the World Wide Web and encyclopaedic data banks such as Wikipedia.

As Internet access has become more widespread, websites such as

- YouTube,

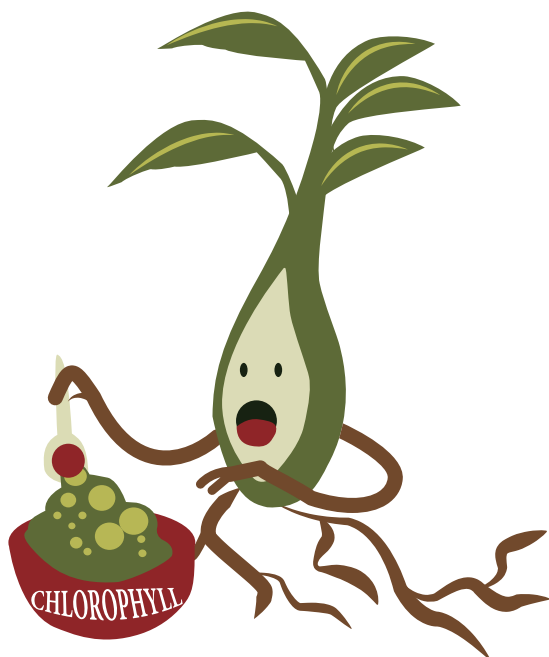
- Udemy,
- Udacity and
- Khan Academy has developed as learning centers for many people to actively and freely learn together. Organizations like
- The Alliance for Self-Directed Education (ASDE) have been formed to publicize and provide guidance for self-directed education
- Massive Open Online Courses (MOOCs)

The role of self-directed learning continues to be investigated in learning approaches, along with other important goals of education, such as content knowledge, epistemic practices and collaboration. As colleges and universities offer distance learning degree programs and secondary schools provide cyber school options for GRADE 12 students, technology provides numerous resources that enable individuals to have a self-directed learning experience. Several studies show these programs function most effectively when the “teacher” or facilitator is a full owner of virtual space to encourage a broad range of experiences to come together in an online format. This allows self-directed learning to encompass both a chosen path of information inquiry, self-regulation methods and reflective discussion among experts as well as novices in a given area. Furthermore, make self-learning easier and thus more common.

ACTIVITY1

Look at the image below and express your thoughts to the class.





Hint: Get help from online sources.

CONCLUSION

We have now discussed what is self-learning? What reasons you should consider to develop self-learning for yourself. You are guided by what tools and resources you can use towards self directed learning. As you are now introduced to the world of self-learning, start exploring and become a self learner.

QUESTIONS TO THE STUDENTS

1. Have you ever learned anything on your own? Share your experiences here.

2. How can learning on your own benefit you as a student?

3. What difficulties have you faced while trying to learn on your own?

7. LEARNING ONLINE

Objectives

At the end of this lesson, you shall be able to:

- define online learning
- identify the various sources of online learning
- understand the advantages and disadvantages of online learning

INTRODUCTION

- More than 6 million students (post Covid) are currently in online courses as part of their higher education program
- Almost half of all students enrolled in online courses are educated exclusively through distance education



Online Courses



There is a range of online platforms where you can find thousands of free and paid courses that you can follow to further improve your skills and expand your knowledge.

Here are some of the most popular platforms to get you started,

- Google Digital Garage
- LinkedIn Learning
- Coursera
- Khan Academy
- edX
- Academic Earth

Learning Apps and Software

Software and apps provide an entertaining as well as an effective way to grow your knowledge. The best thing about using an app is that you can use them on your mobile devices and continue your learning process wherever you are.

Here are a few web learning and mobile apps to get you started.

- Duolingo
- Dictionary.com
- TED Talks
- Byju's App

Resources for Online Learning

In general, when taking an online degree program you might encounter resources like:

- E-Books;
- Journals;
- Videos;
- Recorded lectures;
- Quizzes;
- Discussion forums
- Live Q&A sessions; and
- Interviews.

There are different video types that you can use to educate yourself, ranging from films to 50-60 second video clips. Find them on,

- YouTube Learning
- TEDEd
- BBC Bitesize
- Google Videos
- National Geographic Education
- History

The written materials are essential resources in almost every course you'll take when learning online. While reading makes it an effective way to improve your comprehension of a concept, here are a few reliable sources where you can find reading material;

- Britannica
- Encyclopedia
- National Geographic and National Geographic for Kids
- ReadWorks
- Science News for Students



- Goodreads
- Amazon

Recognition of Online Qualifications

Many online institutions are fully accredited institutes of higher learning. Your institution will clearly state the type of qualification you'll gain from pursuing an online program with them - from bachelor to master degrees, graduate certificates and everything in-between. Use online learning to gain the qualifications you need! Despite this, students researching online institutions are still encouraged to research their accreditation, the type of qualification you'll earn from an online learning program and the nature of the online institution itself.

What are the Advantages of Online Learning?



1. Efficiency

Online learning offers teachers an efficient way to deliver lessons to students. Online learning has a number of tools such as videos, PDFs, podcasts and teachers can use all these tools as part of their lesson plans.

2. Accessibility of Time and Place

Another advantage of online education is that it allows students

to attend classes from any location of their choice. Additionally, online lectures can be recorded, archived, and shared for future reference. This allows students to access the learning material at a time of their comfort.

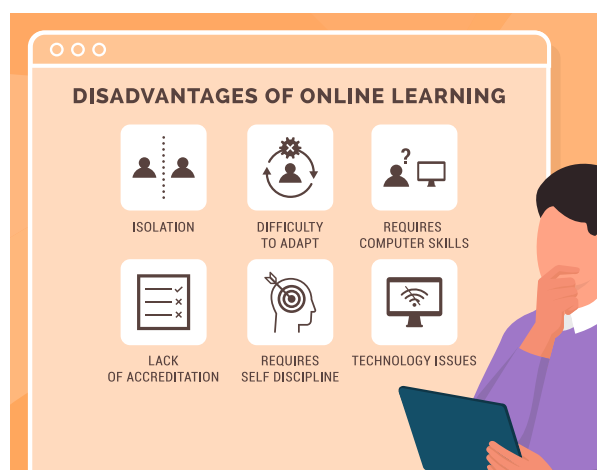
3. Affordability

Another advantage of online learning is reduced financial costs. Online education is far more affordable as compared to physical learning. This is because online learning eliminates the cost of student transport, meals, accommodation and improves paperless learning.

4. Suits A Variety Of Learning Styles

Every student has a different learning journey and a different learning style. Some students are visual learners, while some students prefer to learn through audio. Similarly, some students thrive in the classroom and other students are solo learners who get distracted by large groups.

What are the Disadvantages of Online Learning?





1. Inability To Focus On Screens

For many students, one of the biggest challenges of online learning is the struggle with focusing on the screen for long periods of time. With online learning, there is also a greater chance for students to be easily distracted by social media or other sites.

2. Technology Issues

Another key challenge of online classes is internet connectivity. While internet penetration has grown in leaps and bounds over the past few years, in smaller cities and towns, a consistent connection with decent speed is a problem.

3. Sense of Isolation

Students can learn a lot from being in the company of their peers. However, in an online class, there are minimal physical interactions between students and teachers. This often results in a sense of isolation for the students.

4. Teacher Training

Online learning requires teachers to have a basic understanding of using digital forms of learning. However, this is not always the case. Very often, teachers have a very basic understanding of technology. Sometimes, they don't even have the necessary resources and tools to conduct online classes.

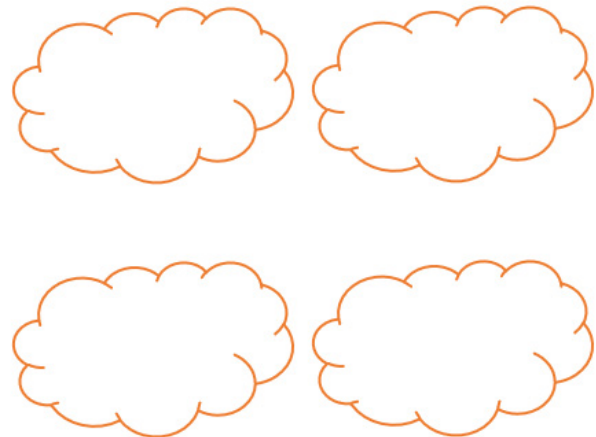
5. Manage Screen Time

Many parents are concerned about the health hazards of having their

children spend so many hours staring at a screen. This increase in screen time is one of the biggest concerns and disadvantages of online learning. Sometimes students also develop bad posture and other physical problems due to staying hunched in front of a screen.

ACTIVITY1

Use online search engines (like Google, Microsoft opera etc..) to identify some online learning apps and also list some topics that you are interested to learn from each app here.



CONCLUSION

Online learning is a global learning method where one can find enough resources that can expose us to a wide range of learning. As discussed, though the advantages of online learning seems easy to use, if not used properly can have several effects physically and mentally. Examples of various online resources for videos, books, lectures for your knowledge were learnt in this lesson.





QUESTIONS TO THE STUDENTS

1. Do you think classroom teaching is enough to equip yourself in this competitive era?

2. List the accessories(Electronic) required for a student to undertake an online course.

3. What are some of the tips or best practices that you will follow when you are online?

8. INTEREST AND ABILITIES

Objectives

At the end of this lesson, you shall be able to:

- Identify what interest and ability mean
- Differentiate between an interest and ability
- Identify your interests and abilities.

INTRODUCTION

Interest and ability are personal attributes that you can develop through experience or acquired through a job. These are personal skills that you need to be aware of to create a career or a job out of it.

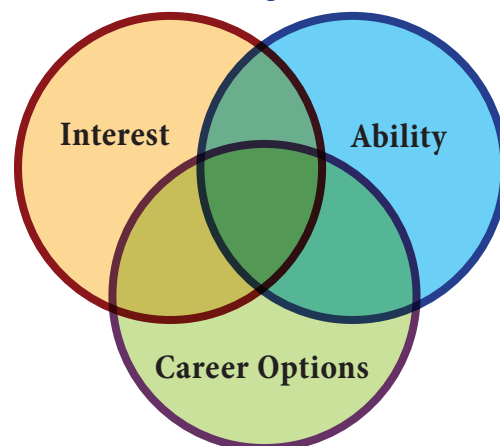
Interest

Interests are something that we enjoy doing. It may be things that you like to do, that you enjoy doing in your free time, you would do even if nobody else told you to do it, you are curious about, that make you happy or you want to learn or would like to do in the future.

Ability

An ability is something that we are good at doing. Abilities are things that we know we are good at doing, that other people may have also recognized as our specialties or other people come to us for help.

Assessing Interests and Abilities in choosing a Career



Interest vs Ability

- Abilities are activities that one is good at, whereas interests are those that one is passionate about.





- It is important to note that interests and abilities need not be in similar areas.
- The activities that we are good at may not give us joy and sometimes the activities that we love doing, we might not be good at.
- It is an interesting challenge to identify how we can match our abilities to fit into the areas we are interested in.

It is possible to have abilities that we are not fully aware of. We often come to know about our abilities when other people tell us that we are good at something. It is also possible that we can develop our abilities in a particular area, if we have an interest in it. Our interests and abilities may not be in the same field. Our interests might change through our lives.

Importance of knowing your Interest and abilities

While planning your career It is important to know one's interests. Since interests keep a person engaged in an activity, working on those activities provides us with satisfaction and happiness. An individual must consider their strengths while choosing a career. Ability becomes an important aspect for an individual to succeed at his/her task and develop further. Having the ability to do the particular work, helps the individual feel motivated and ensures that he/she delivers results at the workplace.

ACTIVITY1

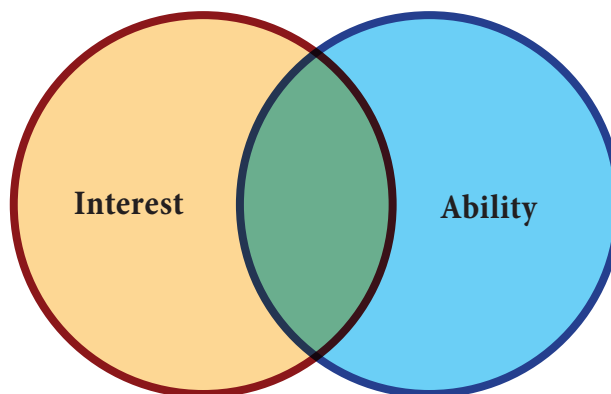
Mohan is a successful fashion designer in Chennai. As a 15-year old boy, he used to love singing. He could spend all his

time listening to music and humming to the tunes on his iPod. He used to have his earphones on almost all day long. He participated in Indian Idol's auditions but did not get selected. He felt sad and decided not to sing any further. After completing school, he joined a diploma course in fashion design. He found himself doing extremely well in theory and practical. He was able to do very well in dress-making and embroidery. He completed the course with the top marks in his class.



ACTIVITY 2

Write down your interests and abilities in the respective circles below. If there are any commonalities between your interests and abilities, write them in the intersection.



CONCLUSION

Now you know the difference between interest and ability, you have now identified. Now you can decide whether to choose your career based on your interest and ability and save yourself from lots of failures and disappointments in work and personal life.

QUESTIONS TO THE STUDENTS

1. If you had free time in the next 48 hours, what would you do with it?

2. What do you answer when people ask you what you are interested in?

3. What skills/talent do people usually come to you for?

9. ROLE MODELS AND ASPIRATIONS

Objectives

At the end of this lesson, you shall be able to:

- Identify the meaning of role model and Aspiration
- Describe your role model
- Map the qualities that you have in common with your role model, and identify the ones you want to follow

INTRODUCTION

Life gives us many opportunities to learn from people around us. We can have as many role models as we want. And, we can learn something different from each of them, but it is our responsibility to choose the suitable one for us.

Who's a role model?

A 'role model' is 'someone to look up to,' and someone to base your character, values, or aspirations upon. They can affect us positively. They may be celebrities or famous people or they could be people from our own families or communities.

Some examples of celebrity role models are:

- Mary Kom may be a role model for someone interested in building a career in sports and her example may inspire people to fight against all odds
- Dr. B.R Ambedkar may be a role model for someone who aspires to bring a positive change in the social conditions in the country



- Actor Rajnikant may be a role model to someone who aspires to build a strong career in entertainment

What is an aspiration?

Aspirations are a strong desire, longing, aim, or ambition. It is important to plan our careers well in advance to be able to get the correct skills and attitude that will make us successful at work. To arrive at career aspirations, some of the questions we can think of are:

- What were your childhood dreams?
- What are your interests?
- What are your abilities?
- What do you not enjoy doing?
- How would you describe your perfect job?
- Where would you like to be 1/3/5 years from now?
- Where would you like to be in ten years from now?

ACTIVITY 1

Roleplay: Form a group of 5 students and discuss. An example situation is given for your reference.

The story of Five Friends – Kumar, Anwar, Rita, Tina, and John went out on a picnic one day. They were very close friends and they shared most of their thoughts with each other. They had their lunch out in the open, under a tree. They soon became engaged in a lively conversation. Kumar was the first to raise the question.

Kumar: What would you like to do if you were given a lot of money?

Rita: How much? Kumar answered.

Kumar: Never mind the amount, just enough for whatever you want to do.

Rita: I would like to travel, see the world.

Tina: I would like to use the money for my education, I have aspirations to be a doctor.

Anwar: I want to build a farmhouse.

John: I want to become a pilot. “What would you want to do?” Kumar

Kumar: I think I would start a charity home

Rita: Okay let me ask another question to all of you. Who in this world do you admire the most?

Kumar: Gandhi, of course. What a man! We wouldn't have had our freedom if not for him.

Tina: Said, well, I think I admire Meera Bai. Her devotion to God was simply divine. What about you, Rita?

Rita: Well I think I admire Neil Armstrong. He was the man who first stepped on the moon. It must have been terrifying at first.

Anwar: Viswanathan Anand, the Chess player was my all-time favorite.

John: I always admire the Wright brothers, who made flying possible.



ACTIVITY 2

When asked about who our role model is, we often name a celebrity! But, did you know that we can also choose a role model from our own life?

Mention some of your role models and their qualities below:

People you admire (Celebrities)	Qualities you admire (Celebrities)	People you admire (Other people)	Qualities you admire (Other people)

CONCLUSION

You have now learnt to identify your aspiration and to choose your role model accordingly which can help you achieve your dreams in a faster way than expected. Based on the activity, choose a role model by analysing and comparing their moral beliefs, values, character and experience, also try to live like them.

QUESTIONS TO THE STUDENTS

1. What are the different qualities based on which we select role models?

2. Can both males and females be our role models? Why?

3. Imagine if you are someone's role model. What are some qualities that might make them choose you as a role model?

10. BUILDING MY JOURNEY MAP

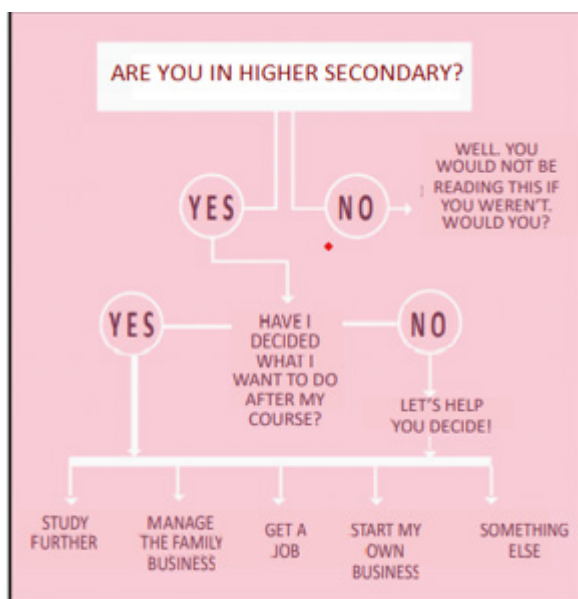
Objectives

At the end of this lesson, you shall be able to:

- Understand what is a journey map
- learn to build career alternatives
- know factors to consider in building a career path

INTRODUCTION

We all want to do different things in life. Some of us follow our dreams, and some of us decide to do what our families would like us to do. Irrespective of whatever path we take in life, we all want to be successful in whatever we do.



You wouldn't believe the number of people who realize all too late that they have chosen the wrong path. And the

process starts from class 10th itself. Here are some things that you should keep in mind when you decide what path you are going to choose after completing your vocational trade.

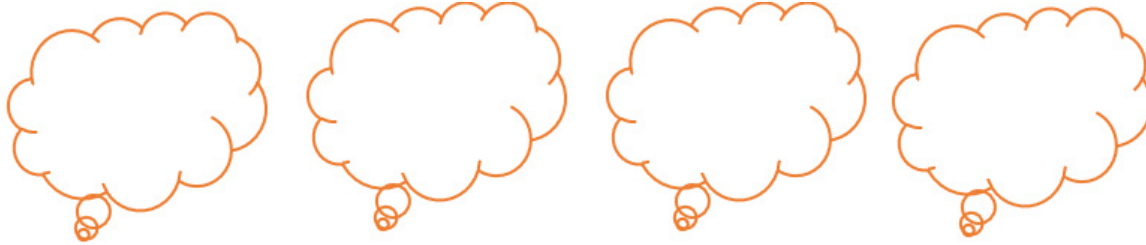


Before deciding your path, it's important to figure out what YOU are good at. You need to do what you are good at. And you will only find it out once you know your strengths. We have already discussed and identified your strength, interest, and abilities in the previous sessions.

A lot of students think that choosing a stream such as science is important so that they can keep their options open. However, there is no need to pursue subjects that you know you have no interest in just for the sake of it.

ACTIVITY1

What you need to do instead is draw up a list of careers that you would like to pursue and figure out which stream would give you the adequate tools to lead you to it. Research is the way to go!



Factors to Consider Before Choosing a Career

Before you decide what career to pursue, carefully consider your options based on the points given below.

1. My interests

The activities you enjoy doing in your free time can give you insight into careers that would be satisfying, fulfilling, and fun. To figure out your interests, ask yourself:

2. My skills

Right now, you possess skills that can help you succeed in the future. Think about your hard skills and soft skills.

3. My talents and strengths

From the time you were little, you demonstrated talents and strengths that make you unique and can help you succeed in your chosen career.

4. My personality

Your personality is the way you think, feel and behave. It can be an important part of your career, so consider several

aspects of your personality as you think about your future.

- Are you a leader or a follower?
- Do you prefer to work alone or in a group?
- Do you prefer to cooperate or compete with others?
- Do you enjoy helping others or prefer to empower them to do things themselves?
- Are you a thinker who focuses on ideas or are you a doer who takes action?
- Are you a creative and artistic person or do you thrive with structure and routine?

5. My values

Everyone has values or things that are important to them, such as financial security, social justice, or work-life balance. These values can help you decide what type of career to pursue. Here instance, consider a career that pays well if you value financial security, and consider a



9-to-5 job if you want to achieve work-life balance.

6. My education or training

Certain careers require advanced education and financial investment. For example, you may need eight to 12 years of education and training to be a doctor, but you could earn a hospitality management bachelor's in four years. Think about the time and money required to pursue a career as you make your decision.

7. Jobs available in this career

While you don't have to work in one of these popular occupations, you should consider the potential job availability in your future career field.

8. Money I want to make

Different careers provide different monetary rewards. Even though salary shouldn't be the main factor in choosing a career, your paycheck can play a role in your quality of life and where you live. Consider your earning potential as you narrow your career options.

9. Location

Some jobs are more readily accessible while others can only be performed in certain locations. For example, you will probably need to live in a rural location if you choose to work as a park ranger or farmer, and you may want to live near an urban area if you plan to pursue a finance or fashion career. Plan carefully to ensure you can work where you want to live.

10. Why do I want to pursue this career?

Always ask yourself why you want to pursue a certain career as you evaluate which choice is right for you. Don't let the opinions or expectations of others sway your decision. Ultimately, your career choice is solely yours.

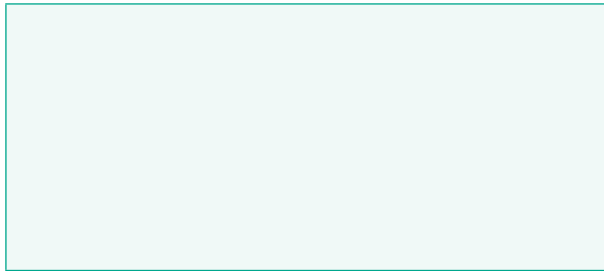
ACTIVITY 2

Design your journey map by considering the career you want to follow.

AN EXAMPLE FOR YOU!

Here a journey map of professional house cleaner is given





all your efforts effectively. Are you satisfied with the career path you chose? It's okay if you have doubts. The forthcoming units will guide you to have clarity and provide opportunities to make right decisions.

CONCLUSION

Now you have understood your and others' values required for choosing your career, now choose your path and follow it with

KWL CHART

Complete the columns of the KWL chart now and check with your facilitator if you have any doubts.

ASSESSMENT

I. Choose the Following

1. Employability skills are those that are needed by an individual to be _____.
A. employable B. Sustainable C. Qualified D. Energetic
2. Personal skills are the _____ a human possess.
A. Attitude B. Ability C. Quality D. Feelings
3. Hard skills are related to _____ knowledge.
A. Feelings B. Emotions C. Technical D. Employable
4. Interpersonal skills include _____ skills.
A. Communication B. Team work C. Problem solving D. All the above
5. Future of work is influenced by rapid change in _____.
A. Skills B. Network C. Communication D. Technology
6. The future of work centenary declaration in International Labor Conference was adopted in the year _____.
A. 2009 B. 2017 C. 2019 D. 2009
7. Self-learning is a _____ effort.
A. Teachers B. Group C. Individual D. Team
8. Internet resources that are useful in online learning is _____.
A. Youtube B. Khan Academy C. Courseara D. All the above





9. BBC Bitesize is a _____ tool
A. Book B. Video C. Lecture D. Quiz
10. A _____ is someone to look upto based on your career values or aspiration
A. Journalist B. Facilitator C. Student D. Role model

II. Answer the Following

1. Define Employability Skills
2. How can personal skills be categorized?
3. How can a person inherit hard skills?
4. Differentiate Personal and Interpersonal skills.
5. Expand ILO.
6. List some ideas that recruiters are planning for the future of work.
7. Define Self-learning.
8. Differentiate classroom learning and self-learning
9. What are the ways you can gather resources for online learning?
10. Who is a role model?

III. Answer the Following

1. Write 3 methods required for understanding yourself.
2. List the set of skills introduced in Employability skills.
3. What are personal skills? How is it classified and in what attributes are they related to an individual?
4. Mention some ways in which you can improve your interpersonal skills.
5. Identify some of the strengths of famous personalities and list them.
6. Do you think that the knowledge you acquire at first is enough to sustain your work for a long period of time? Explain the same with valid reasons.
7. Identify and mention some of the qualities of a self learner.
8. If you want to become a self learner, What procedure you must follow and what resources you need, Mention them.
9. Compare and contrast the advantages and disadvantages of self-learning.
10. What are the factors you will consider before choosing a career?

