DEPARTMENT OF PSYCHOLOGY
MES ASMABI COLLEGE, P. VEMBALLUR, THRISSUR, 680671
CERTIFICATE COURSE IN
PROFERSSIONAL SKILLS IN CAREER (COURSE CODE: ASCEP18

Certificate course in Platform skills for Trainers
Duration-30 hours

Objectives :
- Training Students to enhance and acquire skills to develop Soft Skills
- Develop Skills in Communication and Presentation Skills
- Develop Skills to Train others on the Aspect of Administrative skills

Total intake-32 students
Infrastructure required- A 500 sq. Ft area which has electric supply with proper ventilation
Required-LED projector, Blackboard/whiteboard, Clips, duster, movable chairs, closable
doors, proper lights, Drinking water
Participants-Under Grad students

SYLLABUS

Workshop1   **(5 hours)**
Desirable learning outcomes- Self Expression, Narrowing Down and Precision in Concepts
Ice breaker- Activities to Develop Attention and Focus
Orientation to the training and development
Building confidence - the dynamic self; self-as-object; self-as- knower; self-as-integrated-
whole; and the 'selfless' self.

(Peer group Session-1 hour, Assignment)

Workshop2   **(5 hours)**
Flashback from the last session
Eye contact & Body language- Function, Features, Presentation, Observation Skills
Effective communication – Verbal and Non Verbal Communication
Voice modulation – Training based on the context and Content

(Peer group Session-1 hour, Assignment)

Workshop3   **(5 hours)**
Flashback from the last session
Training Space utilization Techniques
Knowing the content- Content Development and Concept Creation
Training Techniques – Attention Enhancement, Simulation Training , Collaborative Training,
Role Play, Life Coaching, Case Study.

(Peer group Sessions – 1 hours , Assignment, Mentor Training Sessions 2 hours)

Workshop4 (5 hours)

Flashback from the last session

Use of training tools – Introduction to Major Training Tools in Coaching : Learning Management Systems , Social Media, Learning experience platforms, Content authoring tools, micro-learning platforms, project management and planning tools.

Digital tools in training : Major Digital tools and its purpose.

Developing a training career

(Peer group Session-5 hours, Assignments, Mentor Training Sessions2 hours)

Assessment & Rules

Assessment Assignment	Assessment Quality	Marks
Self-Reflection Creating ice breaker session	The student should be able to perform I both contexts without any hindrance in performance should stick to the script	25 Marks
Creation of a Theme	The student creativity covering up all the content based on the Population	25 Marks
Tools and Resources	Understanding level of student about the use of the Authentic tool collection and Purposes.	25 Marks
ICT Tools		25 Marks

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