

BSW-Sem I
SEC: Life Skills Education, Credits: 3
(Internal : 30 Marks, End Term : 45 Marks)

Course Objectives:

- 1.To introduce the relevance of life skills in social work practice
- 2.To facilitate understanding and working with self
- 3.To understand the usage of life skills for strengthening social work intervention.

COURSE OUTLINE

Unit 1: Communication Skills

- a. Communication Process - Interpersonal, Group, Mass
- b. Types and Skills of Communication - Non-Verbal, Oral & Written (Documentation); Questioning & Listening
- c. Designing Communication Aids - Manual and Digital

Unit 2: Self-Management and Social Skills

- a. Self Awareness
- b. Coping with Emotions & Stress
- c. Cooperation & Team Skills

Unit 3: Cognitive Skills

- a. Creativity & Critical thinking
- b. Decision Making & Problem Solving
- c. Planning & Networking

Essential Readings:

1. Datar, S., Bawikar, R., Rao, G., Rao, N., & Masdekar, U. (2010). Skill Training for Social Workers: A Manual. SAGE Publications India Pvt Ltd. <https://doi.org/10.4135/9788132107934>
2. Elksnin, L. K. (1996). Promoting Success in the Mainstream: Collaborative Social Skills Instruction. *Reading & Writing Quarterly*, 12(3), 327–332. <https://doi.org/10.1080/1057356960120307>
3. Farukuzzaman, M., & Rahman, A. H. M. M. (2019). Communication Pattern in Social Work Practice: A Conceptual Framework. *International Journal of Research in Sociology and Anthropology*, 5(2), 32–43.
4. Goleman, D. (1995). *Emotional Intelligence: Why It Can Matter More Than IQ*. Bantam Books.
5. Haager, D., & Vaughn, S. (1995). Parent, Teacher, Peer, and Self-Reports of the Social Competence of Students with Learning Disabilities. *Journal of Learning Disabilities*, 28(4), 205–215. <https://doi.org/10.1177/002221949502800403>

6. Narasimha, V. M., & Rao, M. C. (2011). Life skills education for young adolescents- Indian experience. 37(Special Issue), 9–15.
7. Reith-Hall, E., & Montgomery, P. (2022). The Teaching and Learning of Communication Skills in Social Work Education. *Research on Social Work Practice*, 32(7), 793–813.
<https://doi.org/10.1177/10497315221088285>
8. Staniforth, B. (2015). Communication Skills in Social Work. In *International Encyclopedia of the Social & Behavioral Sciences* (2nd ed., Vol. 4, pp. 284–290). Elsevier.
9. Vranda, M. N. (2009). Extent of psychosocial competencies and self-esteem among adolescents from institutionalized and non-institutionalized setting. *Artha Journal of Social Sciences*, 8(2), 11–20.
10. Vranda, M. N., & Rao, C. M. (2007). Life skills education. In *Handbook of Psychiatric Social Work* (pp. 52–58). NIMHANS.