CBSE | DEPARTMENT OF SKILL EDUCATION

EMPLOYABILITY SKILLS

(COMMON FOR ALL SKILL COURSES)

CLASS XII

UNIT NO.	UNIT NAME
Unit 1	Communication Skills – IV *
Unit 2	Self- Management Skills – IV
Unit 3	Information and Communication Technology Skills – IV
Unit 4	Entrepreneurial Skills- IV
Unit 5	Green Skills – IV *

^{*} marked units are to be assessed through Internal Assessment/ Student Activities. They are not to be assessed in Theory Exams

UNIT 1: COMMUNICATION SKILLS - IV*

LEARNING OUTCOMES	THEORY	PRACTICAL
1. Describe the steps to active listening skills*	 Importance of active listening at workplace Steps to active listening 	 Demonstration of the key aspects of becoming active listener Preparing posters of steps for active listening
2. Demonstrate basic writing skills*	 Writing skills to the following: Sentence Phrase Kinds of Sentences Parts of Sentence Parts of Speech Articles Construction of a Paragraph 	Demonstration and practice of writing sentences and paragraphs on topics related to the subject

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UNIT 2: SELF - MANAGEMENT SKILLS - IV

LEARNING OUTCOMES	THEORY	PRACTICAL
Describe the various factors influencing self-motivation	 Finding and listing motives (needs and desires); Finding sources of motivation and inspiration (music, books, activities); expansive thoughts; living fully in the present moment; dreaming big 	 Group discussion on identifying needs and desire Discussion on sources of motivation and inspiration
Describe the basic personality traits, types and disorders	 Describe the meaning of personality Describe how personality influence others Describe basic personality traits Describe common personality disorders-paranoid, antisocial, schizoid, borderline, narcissistic, avoidant, dependent and obsessive 	Demonstrate the knowledge of different personality types

UNIT 3: INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS – IV

LEARNING OUTCOMES	THEORY	PRACTICAL	
Perform tabulation using spreadsheet application	 Introduction to spreadsheet application Spreadsheet applications Creating a new worksheet Opening workbook and entering text Resizing fonts and styles Copying and moving Filter and sorting Formulas and functions Password protection. Printing a spreadsheet. Saving a spreadsheet in various formats. 	 Demonstration and practice on the following: Introduction to the spreadsheet application Listing the spreadsheet applications Creating a new worksheet Opening the workbook and enter text Resizing fonts and styles Copying and move the cell data Sorting and Filter the data Applying elementary formulas and functions Protecting the spreadsheet with password Printing a spreadsheet in various formats. 	
Prepare presentation using presentation application	 Introduction to presentation Software packages for presentation Creating a new presentation Adding a slide Deleting a slide Entering and editing text Formatting text Inserting clipart and images Slide layout Saving a presentation Printing a presentation document 	 Demonstration and practice on the following: Listing the software packages for presentation Explaining the features of presentation Creating a new presentation Adding a slide to presentation. Deleting a slide Entering and edit text Formatting text Inserting clipart and images Sliding layout Saving a presentation Printing a presentation document 	

UNIT 4: ENTREPRENEURIAL SKILLS- IV

LEARNING OUTCOMES	THEORY	PRACTICAL
Identify the general and entrepreneurial behavioral competencies	1. Barriers to becoming entrepreneur 2. Behavioral and entrepreneurial competencies— adaptability/ decisiveness, initiative/perseverance, interpersonal skills, organizational skills, stress management, valuing service and diversity	 Administering self- rating questionnaire and score responses on each of the competencies Collect small story/ anecdote of prominent successful entrepreneurs Identify entrepreneurial competencies reflected in each story and connect it to the definition of behavioral competencies Preparation of competencies profile of students
2. Demonstrate the knowledge of self-assessment of behavioral competencies	1. Entrepreneurial competencies in particular: self -confidence, initiative, seeing and acting on opportunities, concern for quality, goal setting and risk taking, problem solving and creativity, systematic planning and efficiency, information seeking, persistence, influencing and negotiating, team building	1. Games and exercises on changing entrepreneurial behavior and development of competencies for enhancing self-confidence, problem solving, goal setting, information seeking, team building and creativity

UNIT 5: GREEN SKILLS - IV*

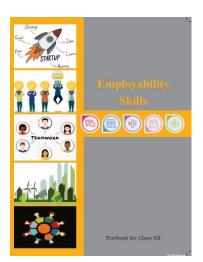
LEARNING OUTCOMES	THEORY	PRACTICAL
1. Identify the role and importance of green jobs in different sectors*	 Role of green jobs in toxin-free homes, Green organic gardening, public transport and energy conservation, Green jobs in water conservation Green jobs in solar and wind power, waste reduction, reuse and recycling of wastes, Green jobs in green tourism Green jobs in building and construction Green jobs in appropriate technology Role of green jobs in Improving energy and raw materials use Role of green jobs in limiting greenhouse gas emissions Role of green jobs minimizing waste and pollution Role of green jobs in protecting and restoring ecosystems 	1. Listing of green jobs and preparation of posters on green job profiles 2. Prepare posters on green jobs.
	12. Role of green jobs in support adaptation to the effects of climate change	

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Suggested Textbook:

***** Employability Skills for class XII by NCERT

This textbook can be downloaded using any of the following links:-



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