

EMPLOYABILITY SKILLS –I (120 Hrs.)

Common for all One year and 1st year of Two-year trades

Syllabus for Employability Skills – I (120 Hrs.)		
Module	Topics	
1. Foundations of Employability Skills		Duration: 04 Hrs.
Skills That Shape Your Future / What it means to be skilled today?	• What employability skills are - Understand what it means to be skilled in today's world. • What is the importance of employability skills in work & life? • Recognize why your trade skills are valuable and something to be proud of.	
Explore the Future of Work	• How jobs & workplaces are changing today / What the future of work looks like. • What skills are needed for the future of work / How to prepare for the future of work. • The importance of continuous learning & becoming a self-learner.	
Learning how to Learn	• Understand how you learn best by reflecting on your own learning process. • Use simple strategies and techniques to learn more effectively in different situations. • Adapt your learning approach based on what you are trying to learn.	
Developing a Growth Mindset	• Understand what it means to have a growth mindset. • Learn from feedback, mistakes, and others' success. • Build personal strategies to keep improving.	
Critical Thinking – Decision Making and Problem Solving	• Identify steps to make a good decision. • Understand how to gather facts and avoid assumptions. • Try out simple methods to solve problems (think-pair-decide).	
2. Exploration & Goal Setting		Duration: 06 Hrs.
Understanding Self – My Interests & Abilities	• How to identify your interests, strengths, and areas where you can improve / Reflect on what I enjoy doing and what I'm good at. • How your personality traits and values influence the choices you make. • How knowing yourself better can help you make better career decisions.	
Understanding the World of Work	• Know the difference between a job and a career. • What types of jobs, sectors, and industries exist today? • Explore different kinds of work pathways (formal, gig, freelance, self-employed, etc.).	
Finding Suitable Opportunities	• Understand which pathways (job, business, freelance, apprenticeship) suit me. • Explore how my trade fits into these pathways. • How to conduct a market scan.	

Setting Goals & Building a Plan	• Write a short-term and long-term goal for my future / Use SMART goals to prepare a plan for my future. • Create an action plan with steps and a timeline. • Identify possible challenges and support needed.
3. Essential Digital Skills	
	Duration: 15 Hrs.
Introduction to Digital Literacy & Computer Basics	• Understand what digital literacy means and why it matters. • Identify parts of a computer system and basic functions (hardware, software, OS). • Practice logging in, opening files, and navigating the desktop.
Creating and Editing Documents (MS Word)	• Create, edit, and format a basic document in MS Word. • Use text alignment, bullets, font tools for resumes, reports, letter or profile page. • Save and print a document.
Working with Numbers (MS Excel)	• Create a basic spreadsheet / Enter data into rows & columns. • Use simple formulas (add, average, percentage). • Apply formatting for readability.
Internet Use & Online Safety	• Understand what the internet is and how it can help in learning and work. • Use search engines to find useful information (job roles, learning videos, and trade info). • Recognise safe and unsafe online behaviour / online content and scams.
Communication Using Emails	• Create and use an email ID. • Learn how to attach files and use CC and BCC when sending emails.
Using Online Meeting Tools	• How to use online meeting tools. • How to use Zoom. • How to use Google Meet.
Social Media for Work & Life	• Understand the purpose of different social media platforms and how to use them responsibly. • Create or review your own social media profile with safety and professionalism in mind. • Explore how social media can support your learning, job search, and career growth.
Mobile Apps & Internet of Things	• Identify common mobile apps used for work, learning, and finance. • Understand what IoT means through relatable examples.
4. Introduction to Artificial Intelligence	
(Digital first → AI next = better absorption)	
	Duration: 08 Hrs.
Understanding AI	• What is AI? • Where do you find AI? • What is not AI?
How does AI work?	• How does AI work? • What is data and why is it important? • How AI Learns from Data: Machine Learning vs. Deep Learning.
Types of AI	• Types of AI: Narrow and General. • History of AI.

What can AI do?	• What is Generative AI, and how does it affect us? • How to talk to AI. • Uses of Generative AI in various fields of work.
Impact of AI on Jobs & Industries	• How AI is impacting jobs and industries. • Advantages and disadvantages of AI at work.
Exploring Careers with AI	• How to explore career options with AI.
Learning with AI	• How AI can help you learn better
Using AI Responsibly	• What Ethical AI is and Why It Is Important? • Identifying the Ethical Challenges in AI. • How to use AI responsibly.
5. Financial and Legal Literacy	
Duration: 08 Hrs.	
Introduction to Money Management	• Identify sources of income (salary, stipend, gigs). • Understand where money goes—needs vs wants. • Recognize the importance of saving regularly.
Using Banks and Digital Payments	• Learn how to open and use a bank account. • Understand UPI, mobile wallets, and ATM use. • Practice digital safety for money transactions.
Budgeting, Saving & Starting to Grow Money	• Create a basic monthly budget. • Understand saving strategies for short- and long-term goals. • Get introduced to simple investment options (e.g., PPF, RD).
Loans and Insurance – Basics to Know	• Understand how small loans work and when to take/avoid them. • Know what insurance is and how it helps in emergencies. • Learn the risks of borrowing from informal sources.
Legal Literacy	• Key government policies related to legal literacy, such as the Legal Literacy Mission, Right to Information (RTI), and public grievance systems. • Identify basic employee rights at the workplace, including safe working conditions, fair treatment, and protection against exploitation. • Understand the concept of minimum wages and how it applies to different types of jobs.
6. Communication Skills	
Duration: 06 Hrs.	
What Is Communication & Why It Matters	• Understand the meaning and importance of communication in life and work (Use trade-specific miscommunication examples to show importance.) • Understand different types of communication: verbal, non-verbal, written and visual.
Active Listening / Practice Effective Communication	• Identify common barriers to communication (language differences, attitude, misunderstanding). • Practice active listening techniques (Roleplays for instruction-following, job-site clarity.)
Speaking Confidently and Respectfully	• Recognize the difference between passive, assertive, and aggressive communication.

	• Practice expressing opinions respectfully (Customer and co-worker scenarios.) • Use empathy to understand others in the workplace or group setting.
Giving & Receiving Feedback	• Understand what feedback is and why it is important in learning and work. • Give constructive feedback in a polite and helpful way / Practice giving helpful feedback using positive language (Practice through peer-review of simple tasks.) • Receive feedback without getting defensive and use it to improve.
Managing Conflicts	• Identify common causes of conflict at the workplace or in daily life. • Recognize the role of communication in solving conflicts. • Practice resolving simple conflicts using calm and respectful communication. [Workplace conflict simulations (e.g., tool damage, payment delays)].
7. Functional English for Work & Daily Life	
Duration: 14 Hrs.	
Greetings & Self-Introduction	• Greet others in formal/informal situations / The appropriate expressions to greet people in formal and informal situations. • How to introduce yourself to others effectively [Use simple sentence structures (I am / My name is / I live in...)]
Asking and Responding to Questions	• Use question words: What / Where / When / How / Why. • Answer simple WH questions. • Practice question-answer format in real-world situations (classroom, workshop, customer).
Speak and Share Information about Workplace	• How to share specific information about a job or a workplace. • How to communicate your views and opinions about a workplace.
Telephone Skills	• Three phases of a telephone call. • How to use correct phrases to make telephone calls in a professional manner.
Group Discussion on simple topics	• How to express your thoughts clearly in a group discussion. • Useful expressions to use while participating in a discussion.
Reading and Understanding Simple Texts	• Read short messages, labels, instructions, signs. • Understand job ads and form fields. • Answer questions based on a short text.
Writing for Work	• Write simple sentences. • Fill basic forms (leave application, registration form). • Write short messages/emails/resumes/cover letters.
8. Becoming a Responsible & Inclusive Professional (D&I + Citizenship)	
Duration: 06 Hrs.	
Respecting Differences – Identity, Bias, and Belonging	• Recognize visible and invisible aspects of identity. • Identify bias or exclusion in everyday situations. • Respecting individual differences.
My Values and Our Constitution	• Identify personal values (honesty, fairness, respect, hard work), family values.

	• Understand key constitutional values (justice, liberty, equality, fraternity), fundamental rights & duties. • Apply values to workplace situations and decisions.
Working in Diverse and Inclusive Teams	• Describe what makes a team diverse. • Explain why diversity is important at work. • Identify behaviors that support inclusion in group work. • Practice resolving differences through inclusive communication.
Gender at Work – Equality, Challenges, and Change	• Identify common gender stereotypes in jobs and training. • Reflect on the impact of these stereotypes. • Learn how to support gender equality at work.
Safe and Respectful Workplaces – POSH & Beyond	• Understand what workplace harassment means. • Provisions of the Prevention of Sexual Harassment (POSH) Act - Know your rights and how to seek support. • Do's and Don'ts under POSH Act.
9. Workplace Mindset & Effectiveness (Becoming a Professional in the 21st Century)	
	Duration: 05 Hrs.
Building a Positive Work Attitude / Workplace Behaviour & Attitude	• Understand what behavior and attitude mean at work. • Recognize the impact of attitude on teamwork and performance. • Identify do's and don'ts for professional interactions (expected etiquette and discipline). • Apply simple strategies to bounce back from criticism, rejection, or failure (e.g. active listening, asking for feedback, setting small improvement goals).
Time Management in the Workplace	• Identify key time-wasters and how to avoid them. • Use simple tools to plan tasks (to-do list, prioritisation). • Respect timelines and deadlines in class, shop floor, or on projects.
Working Well in a Team	• Identify what makes a team work well (roles, listening, helping). • Practice respectful group behavior and shared responsibility. • Reflect on your role in a team setting.
Staying Safe, Healthy, and Stress-Free at Work	• How to stay safe and avoid accidents at work. • Simple habits to stay physically healthy on the job. • How to recognize and manage stress. • When and how to ask for support.
10. Green Skills	
	Duration: 10 Hrs.
What is Sustainability and Why It Matters	• Explain what sustainability means in simple terms and why it is important for people, work and the planet.
Three Pillars of Sustainability	• Describe environmental, social, and economic pillars of sustainability with examples.
Systems Thinking – How Everything is Connected	• Describe how different sustainability issues are connected through simple cause-effect chains.
Emergent Sources of Energy	• Nuclear, solar, wind, geothermal, hydropower, and biomass/biofuels.
My Footprint – Daily Choices and Their Impact	• Assess how daily actions impact the environment and identify at least two personal changes to reduce that impact.

Our Place: Community Issues	• Conduct green audit & identify local challenges (e.g., plastic waste/garbage/drainage, water, energy use). • Map local issues on campus or home. Prioritize one to act on.
Designing Local Green Solutions + Advocating for Sustainability in Community	• Design or adapt a basic green solution for a local problem or trade area. • Create and share a campaign or action message promoting sustainability.
Exploring Green Career Pathways	• Explore, compare, and evaluate green & nuclear energy careers and entrepreneurship options; identify preferred directions.
My Green Career Map – Plan Your Path	• Learners match their trade skills and interests to a green career path, and use tools (like job portals, AI, government schemes) to plan next steps.
11. Entrepreneurship	
	Duration: 18 Hrs.
Who is an Entrepreneur?	• Understand what entrepreneurship and self-employment mean, and how they are similar or different. • Identify entrepreneurial qualities.
Spotting Opportunities and Customer Needs	• Identify unmet needs in local markets. • Understand how to study what customers want. • Observe opportunities for self-employment in their trade & Match trade skills with local market needs.
Selection of type of business - Product/service	• Difference between product and service. • Things to consider when choosing a product/service idea.
Developing My Business Idea / Planning My Business Idea	• Understand how to develop a business idea based on your interests, skills, and market needs. • Learn the key components of a business plan — product/service, customers, cost, price, etc. • Create a simple business plan for your idea.
Budgeting for My Business / Accounting for My Business	• Estimate startup costs, tools, and space. • Understand costing and pricing. • Learn how to track income and expenses.
Talking About My Business / Pitching My Business	• Create a simple pitch for your business idea. • Explain what makes their idea useful or needed. • Receive & reflect on peer feedback.
Getting Support to Start / Funding My Business	• Know where to get help: schemes, mentors, documents. • Learn about PMEGP, Mudra, MSME basics. • Process of applying for funds. • Requirement to apply for funds with Private and Government bodies.
Awareness of Legal and statutory compliances for my business	• The registrations for different types of businesses. • How to register a business on Udyam website. • The necessary rules and regulations for licences and taxes for a sole proprietorship.
Marketing My Business	• Understand marketing and its importance. • List the 7 P's of marketing and give one simple example of how each can apply to their product or service.

Running My Business	• Understand customer service and building trust. • Learn using simple selling techniques: FAB & Cross Selling. • How to close a sale or service. • How to handle customer feedback & ensure customer satisfaction.
12. Getting Ready for Apprenticeship & Jobs	
Duration: 20 Hrs.	
Presenting Yourself Professionally	• Recognize importance of hygiene and grooming. • Learn simple do's and don'ts for workplace dressing and habits. • Understand how to present yourself confidently in interviews and at work.
Building a Resume	• Key components of a resume. • Writing your own resume. • Checking your resume for common mistakes.
Preparing for Interviews	• Practice answering common interview questions. • Learn tips for confident body language and communication. • Handle common interview scenarios through role-play.
Professional Networking	• The meaning and importance of professional networking. • How to build a professional network.
Applying for Jobs through Online Portals	• Identifying various job roles available for technicians. • Exploring job search engines. • Applying for jobs online.
Enrolling for Apprenticeship	• Introduction to NAPS portal. • Registering on NAPS portal. • Applying for jobs on NAPS portal.
Introduction to Platform-based Jobs	• What are platform based jobs. • How to register on portals like Urban Company, Helpr etc.
Career Pathways – Reflect and Decide	• Revisit different work options: job, gig, self-employment, apprenticeship. • Reflect on what career path suits their interests and skills & revise career goals.
Guest Lecture by Alumni	• Relate real-world experiences shared by alumni to their own trade and career goals. • Ask at least two relevant questions about career pathways, challenges, or skill requirements. • Identify one new strategy or habit they can adopt from the alumni's success story.
Industry Visit	• Observe key workplace processes, safety practices, and team roles in a real work setting. • Compare what they see on site with the practices and tools taught in their ITI training. • Reflect on one aspect of the workplace (e.g., equipment use, workflow, communication) they'd like to improve in their own practice.