



## 1. Orientation to Employability Skills



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

- identify why employability skills are needed, what they are and how they can be learned
- know your employability skills facilitator
- set personal learning goals.



**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.

**Behavioural 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 The knowledge and skills that you learn today will be outdated in the next few years.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.

**English Literacy:** If you can 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?

**Communication:** 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!

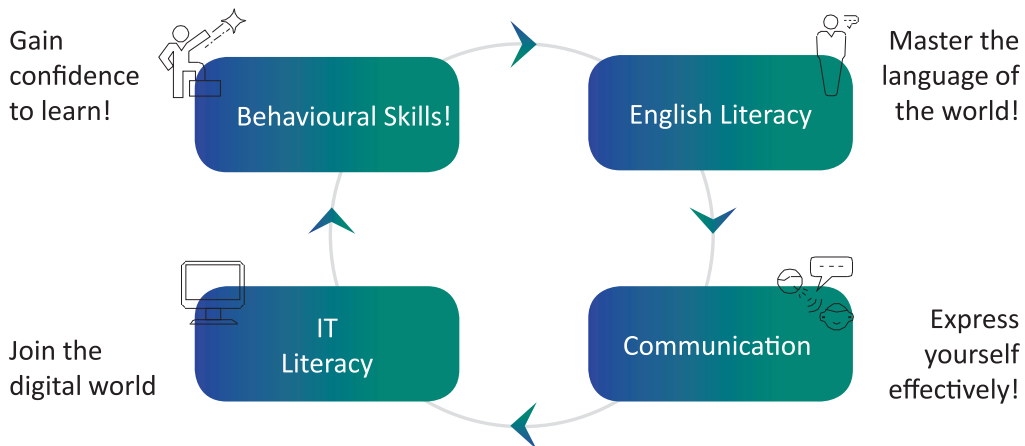
**IT Literacy:** Would you need to create your resume / CV in the near future? Would you like unlimited access to knowledge about latest technologies? Would you like to learn how to make payments online? Learning IT literacy teaches you all of this and more. The trainee who masters IT Literacy module can create a better resume, find better jobs and learn news skills faster!



What I already **K**now

What I **W**ant to find out

What I **L**earned



**Learning is not a one-time process – it is a cycle!**

**1. Divide up into teams of four and launch an investigation into Rameela’s career!**

Rameela has been recently hired by a big AC installation company in Kolkata. Rameela’s supervisor asks her to install / repair air conditioners. Every day Rameela has to go to customers’ homes for installing or repairing AC. When Rameela reaches the customer’s home, she greets them politely and inquires about the job. Once Rameela has finished the job, she seeks feedback about her service and leaves. Upon completion of each job, Rameela is required to fill the details of the repairs and installation in an excel database. Then she has to mail it to her supervisor. If Rameela continues to perform well in her current position, she can be promoted to a supervisor’s position.

**Discuss and list the skills that Rameela needs to perform well at her job. The first one has been done as an example:**

Ability to communicate with customer.


**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			
IT Literacy			



**3. At last, it is time to be a journalist! It is time to get to know the Employability Skills Facilitator! Ask your instructor to share answers to the following questions with you. Feel free to add any extra question of your own.**

- a. What is your name?
- b. How did you become interested in becoming a teacher?
- c. What is your vision of an ideal teacher?
- d. What are your personal strengths?
- e. Which skills do you want us (your trainees) to develop during the 80 hours of Employability Skills and why?

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Complete the What I learned column in the KWL chart.



Boring		
Fun		
	Lots of learning	Less learning

How was today's session?

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What are Employability Skills? (Hint: Employ + Ability = Employability)

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Why do employability skills matter?

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How can you improve your own employability skills?

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

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

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Interview a service repair person at the local mobile repair shop which has a lot of customers. Ask the service repair person what his / her day looks like, and what are the tips for succeeding in his/ her job.

## 2. Learn Together!



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

- share about yourself and get to know your classmates
- learn how to form a team
- learn how to network and make new friends.

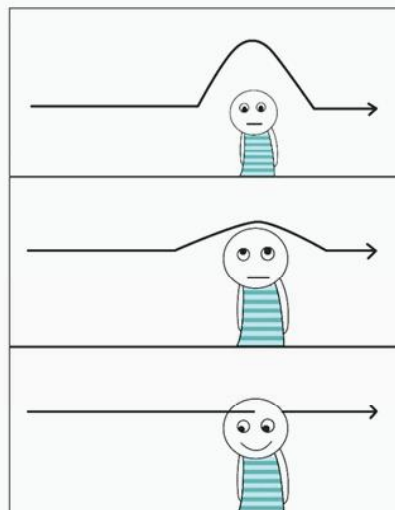


**Learn together:** In this session, we will discover a very powerful technique to learn almost any new skill! If you can master this skill, you will never lose the motivation to learn. You will enjoy learning new skills and you will succeed at any workplace.

Would you like to learn about this magic technique? Well, the technique is simple – become friends with your new classmates! We are all in the same boat. Each of us in this classroom is trying to learn a new skill. We are all equally excited and afraid. Together, we can keep each other motivated and make learning fun!



What I already <b>K</b> now	What I <b>W</b> ant to find out	What I <b>L</b> earned



When we try to learn alone

When a teacher explains it to us

When friends explain

**Step 1**  
**2 mins: Find a coin!**

Search for a coin. Any coin! Once everyone has a coin, take step 2.

**Step 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.

**Step 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 ITI? Why did you join this trade?

**Step 4**  
**5 mins: Map common ground**

Make a list of everything that you seem to have in common with each other!

**Step 5**  
**5 mins: Celebrate differences**

Make a list of everything that seems to be a unique quality of some of the team members.

**Step 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?



Complete the What I learned column in the KWL chart.



What did we do today? What are the ways we used to get to know each other more?

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Can you use the simple technique that you learned today to make new friends?

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Google the term 'peer learning'. Discuss with friends and share what you understand by network?

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What are the ways in which you can get to know people beyond the classroom?

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Search for LinkedIn on the internet. Read about professional networks and their advantage. Create a LinkedIn account and start following the pages of some global companies in your field.