



Report on
Online Five Days Workshop

on

“Life Skills (Jeevan Kaushal) for Youth”

(04 – 08 October 2021)

Organised by

Centre for Life Skills & Soft Skills (CLAS)

&

Career Counselling and Placement Cell (CCPC)

Maharshi Dayanand University (MDU)

Rohtak, Haryana - India

(A State University established under Haryana Act No. XXV of 1975)

'A+' Grade University Accredited by NAAC

REPORT ON
Online Five Days Workshop on
‘Life Skills (Jeevan Kaushal) for Youth’
04-08 October, 2021 @
Centre for Life Skills & Soft Skills, MD University – Rohtak (Haryana)

Maharshi Dayanand University (MDU):

Maharshi Dayanand University, Rohtak, established in 1976 as a residential University with the objective of promoting inter-disciplinary higher education and research with special emphasis on studies of environmental, ecological and life sciences, is making rapid progress to emerge as a leading educational institution of the nation. Now it is a teaching-cum-affiliating university with a formidable track record in academics, research, literacy and cultural activities, and sports. Currently, there are 38 Post-Graduate Departments and 10 Faculties in the university. The territorial jurisdiction of the university extends to districts of Southern Haryana. The overall progress made by the university in all fields resulted in the university receiving the ‘A+’ grade from NAAC in March 2019.

University, with its large campus, provides excellent infrastructural facilities and necessary student support services, benefiting the students. Beautiful landscaping is a hallmark of the varsity. The university has entered into national and international level strategic tie-ups with academic and research organisations for joint academic and research programmes. Recently, the university has signed MoU with National Skill Development Corporation to facilitate the skill development of University students. We are all set to emerge as a pioneer University with overall excellence and global outlook and deep commitment towards social and community causes in times to come.

To know more about the university, please visit: www.mdu.ac.in

Centre for Life Skills & Soft Skills (CLAS):

Preamble: The centre aims at nurturing graduate attributes among students by inculcating communicative, soft and life skills to help them become better citizens of the world. The Centre aims to offer and design programs which will be designed

by taking inspiration from principles of OODA (Observe, Organise/Orient, Decide and Act) Loop and Decision/ Game theory. It aims at strengthening language competence, spoken and written; ability to describe, argue, cohere and draw inferences; and manage body language and non-verbal components of communication to add to the communicative competence. Besides, programs will sensitise the students and impart among them core values of humanities to sustain hard skills-based capabilities.

The Centre will also design courses on demand for various Centres/ Departments/Faculties/Institutes of the University. It will act as nodal Centre for mediation and approval of value addition courses and programs offered by colleges & institutes affiliated to Maharshi Dayanand University.

To know more about the Centre, please visit online at: <https://mdu.ac.in/ASPX/Cells.aspx?Dept=132>

Career Counselling & Placement Cell:

The Career Counselling and Placement Cell helps the students in their educational and vocational planning. It provides information on employment trends, projects development, recruitment methods, occupational reviews, scholarships and fellowships in India and abroad, assistance in securing part-time/full-time employment/self-employment and help in seeking admissions in various institutions and universities.

The Cell conducts surveys, arranges and organises training programmes and workshops to develop personality and communication skills to place them on a sound footing to face interviews and other challenges in their career.

The Cell is housed in Students Activity Centre, and besides the services mentioned above, it also provides need basis personal counselling to the students on a prior appointment basis.

To know more about Career Counselling & Placement Cell, please visit <https://mdu.ac.in/defaultMatter.aspx?PageId=142>

About the workshop:

Youth are being considered the most productive members of society due to their physical and intellectual capabilities. In order to realise their potential appropriately, they need guidance and motivation.

Youth these days are facing many challenges such as social, emotional, physical and psychological issues. Cut-throat competition, unemployment, lack of job security, etc. are some of the major concerns for the educated and as a result, they are caught in the mad race. No one has time for his/her 'self', to develop empathy with surrounding and to have harmony in society.

Life Skills Education nowadays is hence, very important, to support and live life better. Thus, the cardinal focus of this workshop is to pay an extraordinary emphasis on developing such skills amongst Students & Budding Professionals as they are the important building blocks for a dynamic citizen, who can cope up with future challenges and survive.

According to UNICEF, Life Skills are a behaviour change or behaviour development approach designed to address a balance of three areas: Knowledge, Attitude & Skills.

The world bodies such as UNICEF, UNESCO, and WHO list the ten core Life Skills as:

- Self-awareness
- Critical thinking
- Creative thinking
- Decision making
- Problem Solving
- Effective communication
- Interpersonal relationship
- Empathy
- Coping with stress
- Coping with emotion

The following broad areas were covered in this five days' workshop.

- Life Skills: Life Skills Defined, Need in Everyday Life, Blissful Living: Happiness & Wellbeing
- Communication Skills: Listening, Speaking, Reading, Digital Literacy, Effective Use of social media, Non-Verbal Communication
- Professional Skills: Resume Skills, Interview Skills, Group Discussion Skills, Exploring Career Opportunities, Presentation Skills, Trust & Collaboration
- Leadership Skills, Critical Thinking, Creative Thinking & Innovative Leadership, Interpersonal Relationships, Problem Solving & Decision Making
- Universal Human Values: Love & Compassion, Truth, Righteousness, Renunciation (Sacrifice), Peace, Service

Centre for Life Skills & Soft Skills, and Career Counselling and Placement Cell MDU – Rohtak: Programme Schedule

Online Programme on ‘Life Skills (Jeevan Kaushal) for Youth’ (04 – 08 Oct, 2021)

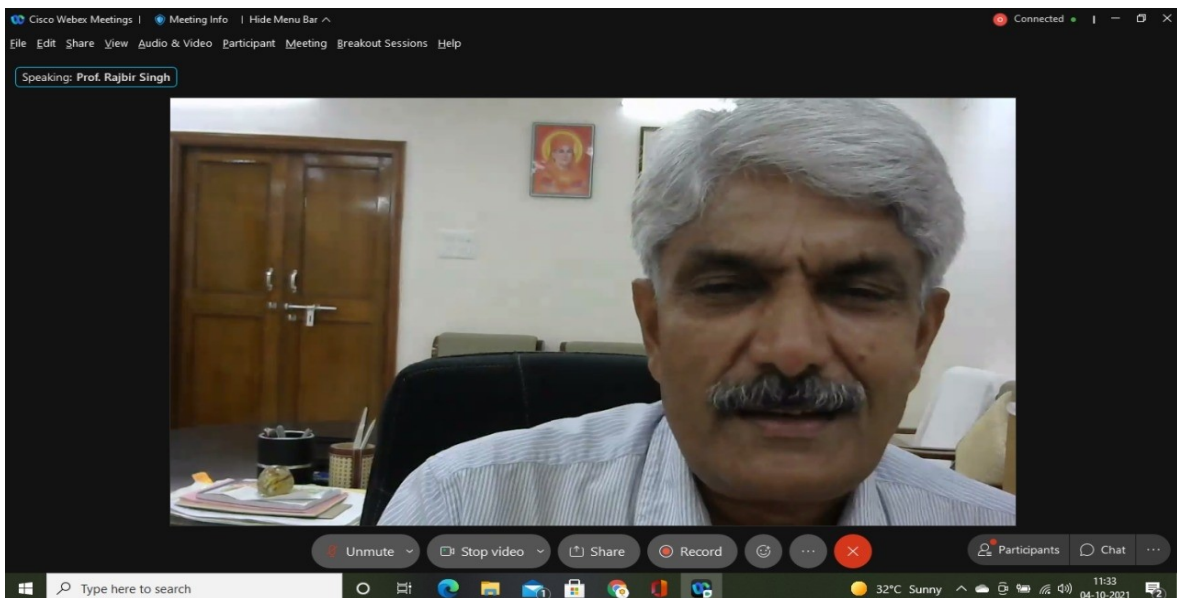
	Day-1 Monday 04 Oct, 2021 Coordinator: Prof. Ashish	Day-2 Tuesday 05 Oct, 2021 Communication Skills Coordinator: Dr. Divya	Day-3 Wed - 06 Oct, 2021 Professional Skills Coordinator: Dr. Nidhi	Day-4 Thu – 07 Oct, 2021 Leadership & Management Skills Coordinator: Dr. Divya	Day-5 Fri – 08 Oct, 2021 Universal Human Values Coordinator: Dr. Nidhi
10.00- 11.30	Inaugural Programme Prof. Rajbir Singh -Hon’ble Vice-Chancellor MDU & PLCSUPVA Prof. Nov Rattan Sharma – Dean Academic Affairs MDU	<ul style="list-style-type: none"> • Listening Skills • Speaking Skills • Reading Skills (Prof.Ashish Dahiya)	Career Skills <ul style="list-style-type: none"> • Resume • Interviews • Group Discussions • Presentation Skills (Col. Sanjeet Sirohi)	Leadership Skills <ul style="list-style-type: none"> • Innovative Leadership & Design Thinking (Prof. A.M Agrawal)	Renunciation (Sacrifice), Peace, Service (Mr. P.D Lakhawat)
Online Tea Break (11.30-12.00)					
Session -2 12.00 – 13.30	Blissful Life: <ul style="list-style-type: none"> • The Complete Life • Different Dimensions of Life & Balance Amongst Them • Work Life Balance (Mr. Rajbir Deswal – IPS)	Digital & Professional Skills to make you future Ready (Prof. Mahesh Jivani)	Exploring Career Opportunities (Prof. Sumeet Gill)	Critical Thinking, Creative Thinking & Innovative Leadership (Prof.S.C Bagri)	Mentoring & Coaching: <ul style="list-style-type: none"> • Hand Holding • Individual • Group (Mr. Sharad Nautiyal)
Online Lunch Break (13.30 – 14.30)					
Session-3 14.30 – 16.00	Life Skills: <ul style="list-style-type: none"> • Life Skills Defined • Need in Everyday life • Soft Skills & Hard Skills (Prof.M.N Mohamedunni Alias Musthafa)	Non-Verbal Communication (Grooming & Body Language) (Mr.Andrew J Ryder)	How to ace an Interview? (Ms. Richa Singh)	Interpersonal Relationships, Problem Solving & Decision Making (Mr. Beni Kinha)	<ul style="list-style-type: none"> • Love & Compassion, Truth, Righteousness • Renunciation (Sacrifice) (Prof. Sonia Malik)

Report of Day -1

Workshop on “Life Skills (Jeevan Kaushal) for Youth” at MDU

The Centre for Life Skills & Soft Skills, in collaboration with Career Counselling & Placement Cell of MD University Rohtak, organised this One Week Online Workshop on "Life Skills (Jeevan Kaushal) for Youth" from 04-08 Oct 2021.

About 100 Students, research scholars from the MD University Rohtak and Its Affiliated Institutions joined the workshop. This workshop has been a student-centric programme, and we have received an overwhelming response from the students. 275+ online applications were received against 100 seats for this online workshop.



Prof. Rajbir Singh - Vice-Chancellor, M.D University & Vice-Chancellor, PLCSUPVA inaugurated the online workshop as Chief Guest. In his inspiring address, Prof. Rajbir Singh shared that Life Skills & Soft Skills are quintessential for a blissful life. He shared the various dimensions of Life Skills, including Communication Skills, Professional Skills, Leadership and Management Skills, and Universal Human Values. Prof. Rajbir urged the youth to Learn to Appreciate and Make it a Habit. He also interacted with the participants in the live session about various dimensions of Life Skills.

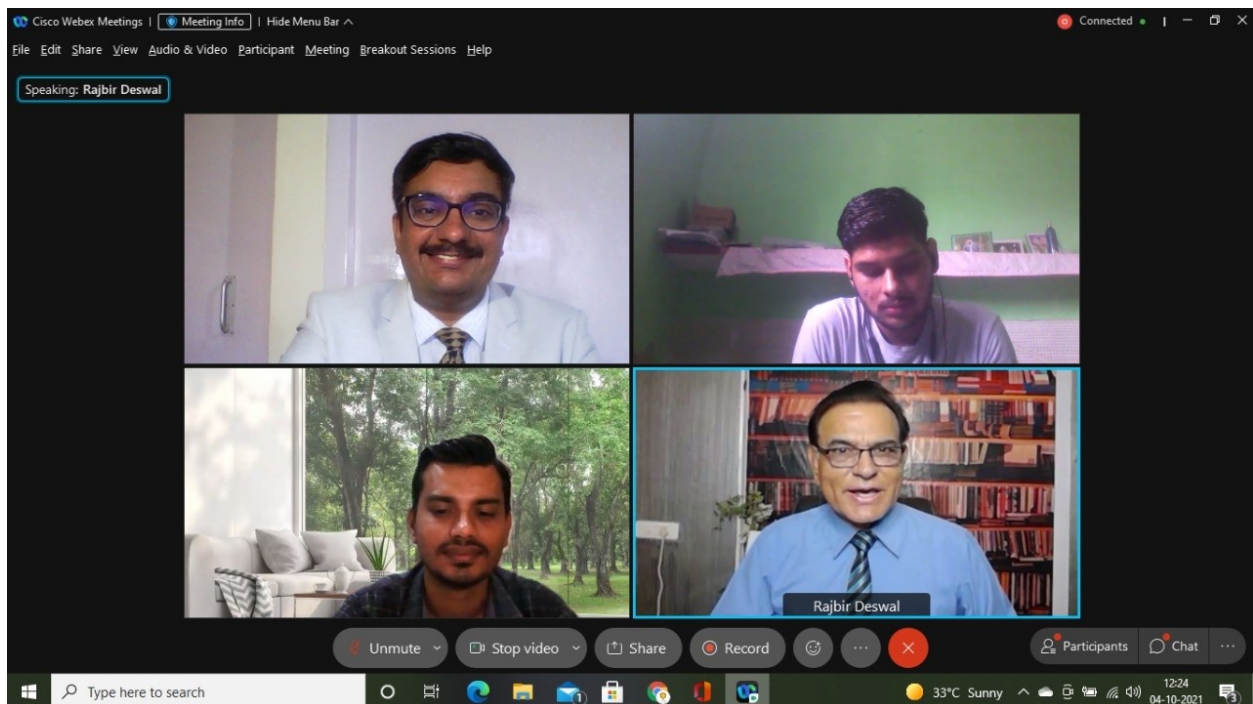
Prof. Nov Rattan Sharma - Dean, Academic Affairs, graced the occasion as Guest of Honour. In his address to the youth, Prof. Nov Rattan Congratulated them to recognise the need for Life Skills & Joining this workshop. He shared the fundamentals of Life Skills and highlighted the benefits citing relevant research work.

Prof. Ashish Dahiya - Director Centre for Life Skills & Soft Skills, shared that fifteen sessions are dedicated to Life Skills & Soft Skills speed over Five Days. The idea is to sensitise the youth about life skills and help them excel in life.

Mr Rajbir Deswal former ADGP - Haryana, in his interactive session covered on The Complete Life: Different Dimensions of Life & Balance Amongst Them; Work-Life Balance. Mr. Deswal addressed various questions of participants giving realistic and practical solutions.

Prof.M.N Mohamedunni Alias Musthafa - Director E Sreedharan Centre for Life Skills Education, Central University of Kerala, talked about Defining Life Skills, Need in Everyday life, Soft Skills & Hard Skills. Their education and implementation in everyday life.

Prof. Sumeet Gill - Director Career Counselling & Placement Cell expressed a vote of thanks and Dr. Divya Malhan - Additional Director, Centre for Life Skills & Soft Skills MD University Rohtak, Coordinated for the workshop.



Report of Day -2

Workshop on “Life Skills (Jeevan Kaushal) for Youth” at MDU

The Centre for Life Skills & Soft Skills, in collaboration with Career Counselling & Placement Cell of MD University Rohtak, organises a One Week Online Workshop on "Life Skills (Jeevan Kaushal) for Youth" from 04-08 Oct 2021.

Communication plays an important role in shaping an individual’s life, personal as well as professional. Also, it is the backbone of any organisation/institution. Success in life, to a considerable extent, depends on practical communication skills. In today’s world of computers and digital media, a strong communication skill base is essential for learners and for the smooth functioning of an organisation. Day -2 of the workshop covered Communication Skills.

In the first session, Prof. Ashish Dahiya - Director Centre for Life Skills & Soft Skills, covered on the following key areas of communication:

- Identifying common communication problems that may be holding learners back
- Understanding the role of communication in the teaching-learning process
- Understanding the importance of empathetic listening.

Prof. Dahiya further covered upon in detail about:

Listening Skills:

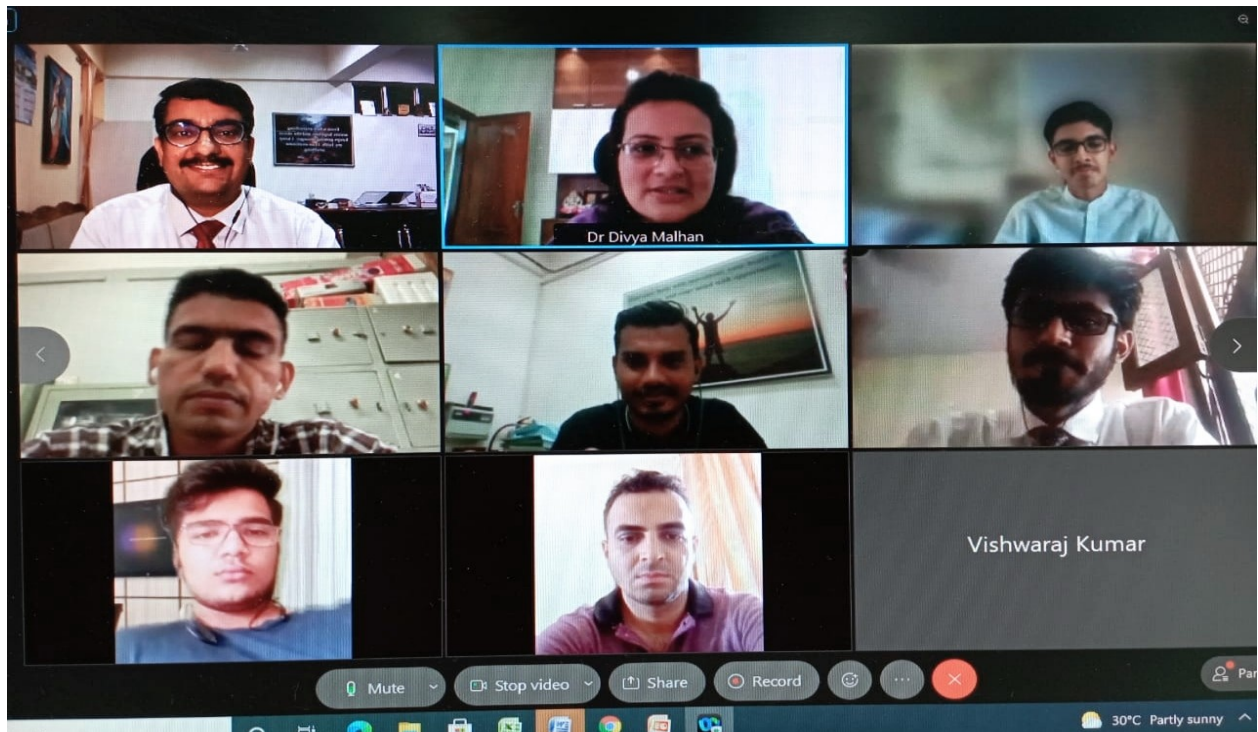
- Techniques of effective listening
- Listening and comprehension
- Probing questions
- Barriers to listening

Speaking Skills:

- Pronunciation
- Enunciation
- Vocabulary
- Fluency
- Common Errors

Reading Skills:

- Techniques of effective reading
- Gathering ideas and information from a given text
 - Identifying the main claim of the text
 - Identifying the purpose of the text
 - Identifying the context of the text
 - Identifying the concepts mentioned
- Evaluating these ideas and information
 - Identifying the arguments employed in the text
 - Identifying the theories employed or assumed in the text
- Interpret the text
 - To understand what a text says
 - To understand what a text does
 - To understand what a text means





In the second session, Prof. Mahesh N. Jivani from the Department of Electronics, Saurashtra University, Rajkot, covered Digital & Professional Skills. He elaborated upon

- Understanding the meaning of Digital Literacy.
- Describing the role of Digital literacy in professional life.
- Describing social media.
- Knowing its usefulness in communication.

Prof. Jivani also covered upon:

- Role of Digital Literacy in Professional Life
- Trends and Opportunities in Using Digital Technology in Workplace
- Internet Basics
- Introduction to MS Office Tools
- Introduction to Social Media Websites
- Advantages of social media
- Ethics and Etiquettes of social media
- How to Use Google Search Better
- Effective Ways of Using social media
- Introduction to Digital Marketing

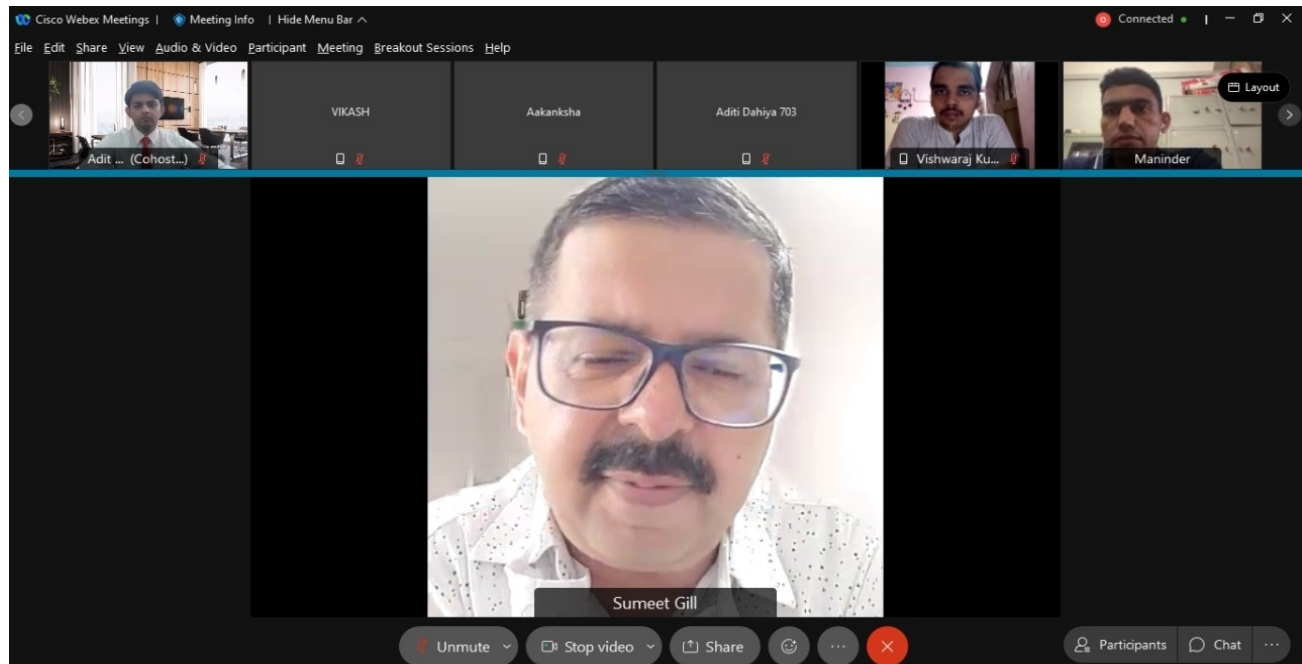
In the third session Mr. Andrew J Ryder Ex Learning & Development Head – Taj Group of Hotels, Creative Head well-seasoned Learning and Development Solutions Provider from www.trainings4success.com. He elaborated upon

- Describing Non-Verbal communication.
- Understanding its importance in communication.

Mr. Andrew J Ryder also covered upon:

- Meaning of Non-Verbal Communication (NVC)
- Advantages of Using Non-Verbal Communication
- Modes of Non-Verbal Communication
- Open and Closed Body Language
- Eye Contact and Facial Expression
- Hand Gestures
- Dos and Don'ts in Non-Verbal Communication NVC
- Learning From Experts
- Activities-Based Learning

Prof. Sumeet Gill - Director Career Counselling & Placement Cell expressed a vote of thanks and **Dr. Divya Malhan** - Additional Director, Centre for Life Skills & Soft SKills MD University Rohtak, Coordinated for the workshop.



Report of Day -3

Workshop on “Life Skills (Jeevan Kaushal) for Youth” at MDU

The Centre for Life Skills & Soft Skills, in collaboration with Career Counselling & Placement Cell of MD University Rohtak organises a One Week Online Workshop on "Life Skills (Jeevan Kaushal) for Youth" from 04-08 Oct 2021.

Col Sanjeet Sirohi, a seasoned officer having served with Indian Military Academy Dehradun, Described the importance of a resume. He shared the essential components of a good resume. Further, he covered common errors people make in preparing resumes. Col Sirohi also covered Group Discussion (GD) - Meaning and Importance, Procedure, Common Errors & Simulation in his session. Then Col Sirohi highlighted the presentation skills. E-strategies to prepare various types of presentations.

In his session, Prof. Sumeet Gill, Director – Career Counselling & Placement Cell of MD University talked about Exploring Career Opportunities for the youth.

In his address, Prof. Sumeet Gill discussed Career Planning, acquiring career planning skills, and pursuing to partake in a successful career path. He touched upon the various aspects such as Self-Assessment (general mental ability, special abilities, personality characteristics, personal interests, attitudes, values, aspirations). He further discussed how to explore desired career opportunities in the employment market considering an individual SWOT analysis. He further talked about Knowledge about the World of Work, Requirements of Jobs Including Self-Employment, Sources of Career Information.

Ms. Richa Singh: AVP – Human Resources, Diversity and Inclusivity, and Corporate Social Responsibility at MAX Life Insurance. She has been amongst Top 50 Outstanding Global Ally Leaders by Yahoo Finance; she is a Sustainable Development Goals Ambassador. Ms. Richa took a session on How to ace an Interview?

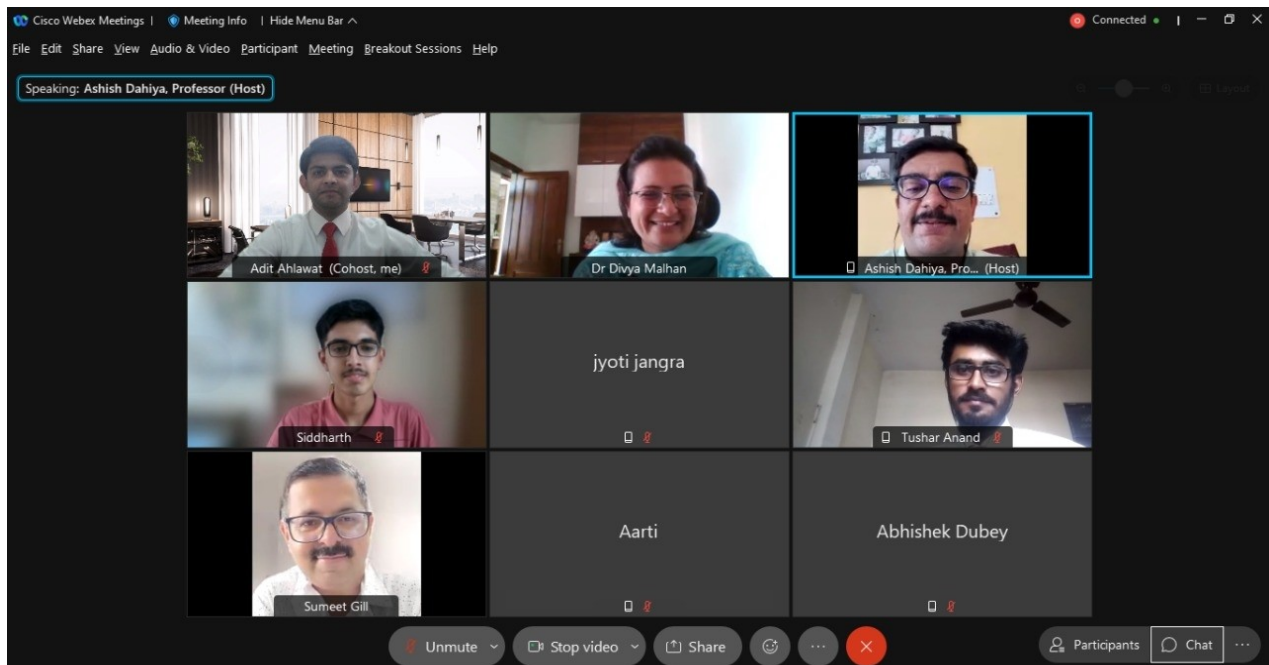
She described the purpose of interviews, types of interviews, gearing up for the interviews, arrival at venue and readiness for online interviews, items to carry while going for interviews.

Ms. Richa addressed upon Knowing Yourself – Personal Characteristics: General mental ability; Special abilities; Personality characteristics; Interests; Attitudes; Values; Aspirations. How to present them before the Interviewer?

She covered the important questions generally asked in a job interview, Challenging or Tough Questions and ways to handle them. Further, she highlighted common errors people make during interviews.

Prof. Ashish Dahiya - Director Centre for Life Skills & Soft Skills shared that Life skills development is a life-long process that helps individuals grow and mature; build confidence in one's decisions based on adequate information and thought, and discover sources of strength within and outside. It is noteworthy that, from times immemorial, every culture and society has invested in educating and empowering its younger generation to lead fulfilling and responsible lives.

The idea of introducing youth to these life skills is to sensitise them and help them become better human beings and develop as seasoned professionals. Prof. Dahiya expressed a vote of thanks and **Dr. Divya Malhan** - Additional Director, Centre for Life Skills & Soft Skills MD University Rohtak, Coordinated for the workshop.



Report of Day -4

Workshop on "Life Skills (Jeevan Kaushal) for Youth" at MDU

The Centre for Life Skills & Soft Skills in collaboration with Career Counselling & Placement Cell of MD University Rohtak is organising a One Week Online Workshop on "Life Skills (Jeevan Kaushal) for Youth" from 04-08 Oct 2021. The day-4 of the workshop was dedicated to Leadership & Management Skills.

Prof. A.M Agrawal - Pro-Vice-Chancellor GLA University & Former Advisor-1 AICTE in his inspirational address covered three broad areas:

- Understanding Leadership – Its importance in organisations
- Traits and Models of Leadership, Leadership theories
- Importance and process of design thinking

Prof. Agrawal shared various aspects of Leadership: Qualities, Types & Skills. He addressed that Integrity, ability to delegate, Communication, Self – awareness, Gratitude, Learning Agility, Influence, Empathy, Courage and Respect as essential qualities of a Leader.

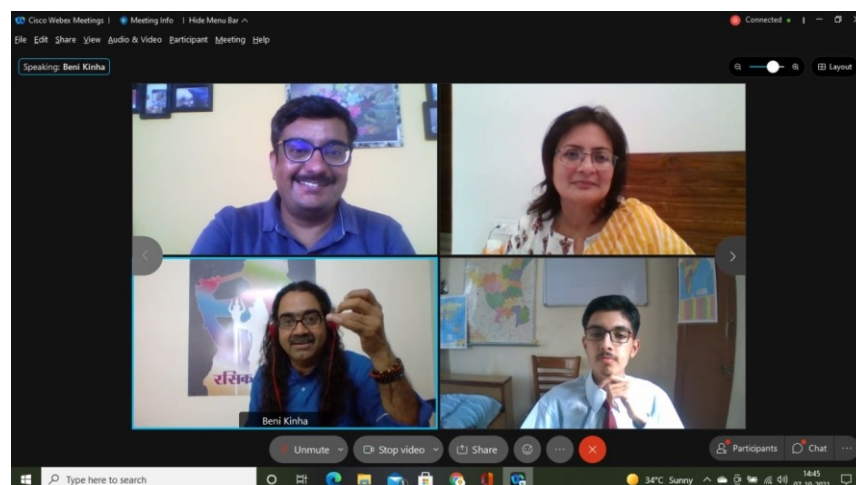
The screenshot shows a Zoom meeting interface. At the top, there are several participant thumbnails: Dr Diya Malhan (Co-host), himanshi (Host), Ashish Dahiya, Professor, 622_HimanshuVerma, and Aakanksha. The main content area is split into two parts. On the left, a presentation slide titled "Creative Thinking" is displayed. The slide content includes the text "Why creative thinking? It solves problems" and a diagram titled "Types of problems" which branches into three categories: "Course Curriculum", "Communication", and "Confidence". On the right, a video feed shows Prof. A.M. Agrawal, an elderly man with glasses, wearing a light blue shirt and a dark tie, gesturing with his right hand while speaking.

Prof. S.C Bagri - former Vice-Chancellor Hingiri Zee University - Dehradun, Consultant UNWTO took the second session of the day in his session talked about Critical Thinking, Creative Thinking & Innovative Leadership. In his address, Prof. S. C Bagri described the innovative leadership (Concept of emotional and social intelligence; Synthesis of human and artificial intelligence; Why does culture matter for today's global leaders) and design thinking (Key elements of design thinking: - Discovery - Interpretation - Ideation - Experimentation - Evolution.) He shared his views on How to transform challenges into opportunities? How to develop human-centric solutions for creating social good? Prof. Bagri also illustrated the role of emotional intelligence, social intelligence and integrative thinking for effective leadership with examples.

Mr. Beni Kinah: Founder of Nectar Factor, Consultant – Life Skills, Mental Health, Life Coach, Mentor, Soulful, Divine Energy Master. He covered interpersonal relationships, Problem Solving & Decision Making He addressed various dimensions, including types of relationships, conflict resolution, and best relations of living life in a blissful society with real-life examples. Mr. Beni Kinha shared that:

1. The relationship begins within us. The journey of life is finding Me, Myself & I.
2. Conflict starts when one personality overpowers another personality
3. How to resolve conflict in relationships
4. How to build healthy relationships with complements, cooperation and coexistence

Prof. Ashish Dahiya – Director, Centre for Life Skills & Soft Skills expressed a vote of thanks and **Dr. Divya Malhan** - Additional Director, Centre for Life Skills & Soft Skills MD University Rohtak, Coordinated the workshop.



Report of Day -5

Workshop on “Life Skills (Jeevan Kaushal) for Youth” at MDU

The Centre for Life Skills & Soft Skills in collaboration with Career Counselling & Placement Cell of MD University Rohtak is organising a One Week Online Workshop on "Life Skills (Jeevan Kaushal) for Youth" from 04-08 Oct 2021. The day-5 of the workshop was dedicated to Leadership & Management Skills.

Mr Priyadarshan Lakhawat - Principal IHM Jaipur covered the following key issues in his session:

- * Renunciation & its importance
- * Concept of Service (Sewa, Sadhbahava and Santosha)
- * Peace in Life
- * Moral values

Mr Lakhawat also asserted that contentment is the state of being happy and satisfied. On Thanksgiving, when you think about all you are grateful for, hopefully, you feel a sense of contentment Happiness is linked to various facets of an individual's life like aspirations, actions, acceptance of failures & achievements.

He uniquely described the concept of service by linking it to Maslow's hierarchy of needs theory. He advised the participants to leave lower gains for small benefits and motivated them to invest in themselves.

The Q&A session was amazing indeed!

Mr Sharad Nautiyal, Director - IHM Indore, Madhya Pradesh and Master Trainer from DOPT, Govt of India took a brilliant and inspiring session in the workshop on Life Skills (Jeevan Kaushal) for Youth @ Maharshi Dayanand University, Rohtak, Haryana.

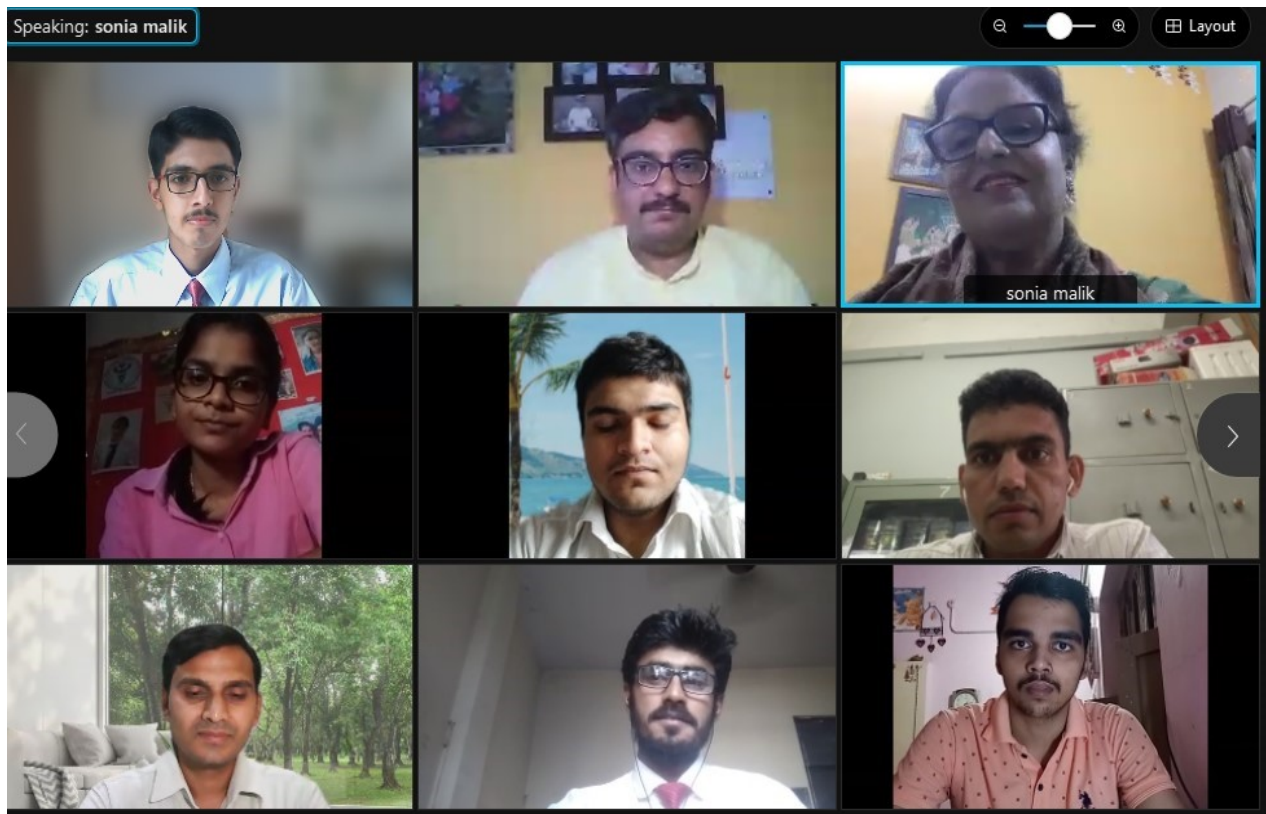
The key takeaways from your session by the youth include:

- * Understanding the difference between teacher and mentor
- * Mentoring and Handholding

- * Motivating Thyself
- * Overcoming fears and failures.
- * Mindfulness

A quick wrap up from his session includes:

He urged the youth to stop thinking about the past & future and live in the present. Enjoy every moment and live it. He further elaborated on the importance of priorities and giving one's best efforts to accomplish goals. He also highlighted that the youth should take challenges positively by keeping in mind the opportunity cost of that challenge.



In the workshop's concluding session, Positive Psychologist, Head - Dept of Psychology and Director University Campus School, Prof. (Dr.) Sonia Malik touched the following aspects in her session: -

- * Positive Psychology

- * Stress Management
- * Human Values
- * Concept of a happy life.



In her inspiring talk, she explained the concept of human values to youth in an exciting way by citing examples of great personalities like Mahatma Buddha, Barack Obama, Mother Teresa...

She also explained six virtues of peaceful life like wisdom, courage, humanity, justice, temperance & transcendence. She further explained the PERMA model to participants, which will help them live a meaningful and happy life. The participants enjoyed the session and Q&A Session.

Prof Ashish Dahiya & Dr Divya Malhan expressed thanks to Prof. Sonia Malik, Prof. Sumeet Gill - Director CCPC and University Administration.

It's is pertinent to mention that this workshop has been a joint programme of the Centre for Life Skills & Soft Skills and Career Counselling & Placement Cell of MDU. Life is Blissful!

ORGANISING COMMITTEE

CHIEF PATRON

Prof. Rajbir Singh

Vice-Chancellor, Maharshi Dayanand University (MDU), Rohtak

PATRON

Prof. Inderjeet Singh

Director, Chaudhary Ranbir Singh Institute of Social and Economic Change

WORKSHOP DIRECTORS

Prof. Ashish Dahiya

Director- Centre for Life Skills & Soft Skills (CLAS)

&

Prof. Sumeet Gill

Director - Career Counselling & Placement Cell

WORKSHOP COORDINATOR

Dr. Divya Malhan - Additional Director, (CLAS)

ORGANISING SECRETARIES

Dr. Nidhi & Mr. Arun Kumar

Deputy Director, Centre for Life Skills & Soft Skills (CLAS)

Know more about us:

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Contact Us:

Prof. Ashish Dahiya

Director, Centre for Life Skills & Soft Skills,

Ch. Ranbir Singh Institute of Social & Economic Change,

Swaraj Sadan, M.D University – Rohtak, Haryana.

Email: dir.clas@mdu.ac.in W: www.mdu.ac.in

Ph: 9992015656