

FINISHING SCHOOL

The Finishing School is the concept that reaches its horizon beyond 4E's-Education, Employment, Entrepreneurship & Empowerment. It trains and works towards providing skills that touch the basics of life, and enforces the professional, personal and holistic growth of an individual. Our Finishing School programme works on an agenda towards empowering the inner potential for a fulfilling and efficient life. The Finishing School has a unique training methodology that incorporates learning, skills and self-development with a pedagogy/ curriculum that is entertaining, stimulating and rewarding. The Finishing School's tailor made courses channelize individual energies towards a balanced, enriching life, meeting goals set forth. We utilize Content, Infrastructure, Systems and Digital Technology aids that enhance learning outcomes, developed in over three decades of experience in the education field, it finely blends into modern and futuristic professional set up and demand

Finishing Schools level up an individual's confidence and self-esteem so that they are able to face unusual and difficult situations with ease. Finishing Schools, nowadays, provide a complete platform for an individual to grow as a person on a social, mental as well as physical level. Finishing Schools aim at the overall development which helps the individual attain a correct level of balance between theoretical studies and practical life experiences

The major outcomes the course is given below

- **Personality enrichment**-to develop a balanced personality well equipped to adjust with demand of different social situation
- **Leadership skills**- to develop leadership qualities which enable each learner to initiate, and organise different programmes and manage a heterogeneous group
- **Communication**- to develop effective communication skills in both mother tongue and English
- **Career planning** – to plan their future career
- **Goal setting**- to have an realistic ambition in life
- **Confidence Development**-to cultivate confidence in an individual to help them feel more relaxed while meeting new people.
- **Attitude**- individuals to develop a certain kind of attitude in order to achieve higher professional growth.
- **Presentation Skills**- to improve communication skills, presentation skills and group discussion skills which are important factors at a workplace.
- **Interpersonal skills and life skills**-to build practical knowledge to lead an effective social life
- **Social manners**- to teach manners that are accepted as gracious and polite in social, professional, and family situations
- **Self-knowledge and development**- to know ones strength and weakness and to grow on a personal, social, mental and emotional level.

MODULES

1. LIFE SKILLS TRAINING (8 hours)
2. SOFT SKILLS(6 hours)
3. COMPUTER TECHNOLOGY IN EDUCATION (11 hours)
4. EFFECTIVE COMMUNICATION(10 hours)

MODULE 1- LIFE SKILLS TRAINING

1 . Know your self --- Self awarness – 3 hours

Objectives

- To identify the inner potentialities of one's self
- To identify the limitations of one's self
- To be proud of his/her qualities and professional competence as teacher

Content Areas

Self Esteem

Self Awareness

Confidence Building

Activities

1. Listing and ranking theie own quailities
2. SWOT analysis
3. JOHARI WINDOW

Method of transaction : Facilitation and Team teaching – Participatory learning

2. Positive Attitude – Empathy , Interpersonal Relationship 2 hours

Objectives

- To create awareness for the need for attitudinal change.
- To develop positive thinking and positive attitude
- To maintain positive attitude in personal and professional life
- To recognize and overcome the barriers in maintaining Positive Attitude

Content Areas

Individual difference

Different thoughts

Different attitude

Dedication

Empathy

Love and Affection

Positive Attitude

Activities

Ways to make situations +ve

Video

Checklist - How positive am I?

Method of transaction : Facilitation and Team teaching – Participatory learning

3. Team Building and Leadership – 2 hours

Objectives

- To convince the need and advantages of team work
- To identify the stages of team building
- To equip the teacher to be a good team member and a team builder
- To identify the role of leader in a team
- To ensure effective interaction in the team

Content Areas

Effective teamwork

Types of Leadership

Activities

All Aboard – Standing together in news paper

Theatre activities

Listing Qualities of a good leader

Method of transaction : Facilitation and Team teaching – Participatory learning

4. Basic First Aids for Daily Life – 1 Hour**5. Disaster Management 1 Hour**

1. Meaning , concept and principles of disaster management
2. Types of Disasters, their cause and impact
3. Need and importance of Disaster management training
4. Indian scenario with Special reference to Kerala in Disaster Management Training
5. Role of teachers and educational Institutions in Disaster Management

MODULE 2 - SOFT SKILLS

Objectives

- To help students comprehend and apply effective study, communication and work skills through class discussion, extra curriculum activities.
- To develop students' confidence, enhance their ability to communicate professionally and to foster civilized, harmonized manner.
- To cultivate and nurture students' ethics, social awareness, social responsibility and global mindset.

Content (3 hours)

I. Critical Thinking and Problem Solving Skills

Analyze problems in difficult situation and make justifiable evaluation.

Improve thinking skills such as explanation, analysis and evaluate discussion.

Activities

Find ideas and look for alternative solutions for the faced problems in daily life.

Presentation.

II. Ethics, Moral & Professionalism (2hours)

Analyze problem solving decisions related to ethics.

Practice ethical attitudes.

Activities

Role play

Presentation of ethics in teaching profession

Group discussion on teacher accountability.

Debate on problems in teaching in present scenario

III. Entrepreneurship skills (2 hours)

Job opportunities.

Explore and seek business opportunities and job.

Be self-employed

Activities

Presentation of jobs related to teaching professions.

Group discussion on job related problems in teaching.

IV. Social, National Awareness and Responsibility (1 hours)

Understand the economy crisis, environment and social cultural aspects professionally.

Organize Camp and participate in group activities.

Write reports after participating in workshops

Evaluation

Observation.

Self assessment tools

MODULE 3- COMPUTER TECHNOLOGY IN EDUCATION

Objectives:

- To address the incompetency of teacher trainees in using computer technology in education.
- To empower student-teachers by including computer efficiently in their instruction.
- To familiarize student-teachers on modern computer technology to be used in their classes.

Semester 1 (5 hours)

1. Cyber Crime and Code of Ethics
2. How to search and get authentic information (text, images, etc.) from online search engines?
3. Understanding Microsoft Office: Special focus on Microsoft PowerPoint.

Semester 2 (3 hours)

1. Educational Apps and Software

Semester 3 (3 hours)

1. Image editing skills
2. Video editing skills

Method of Transaction

Group activities and Participatory learning

MODULE 4- EFFECTIVE COMMUNICATION-MODULE

OBJECTIVES

By the end of this program, participants will be able, to communicate more effectively and efficiently by:

- Listening, and responding with an open mind in a more effective way.
- Speaking fluently, impressively and confidently
- Using appropriate communication methods and strategies
- Minimizing communication barriers.
- Using verbal and non-verbal messages appropriately
- Enhancing inter personal skills
- Use of two-way communication strategies.
- Equipping with the skills and techniques of public addressing

Course contents

- A. Understanding communication What is communication The communication process Principles of communication(2 hours)
- B. Barriers to communication Over communication Long, differences Conflicting information Interests and attitudes Differing status, position and self-expression Exercise/activity(2 hours)
- C. Listening skills sub skills Types of listening Why you need good listening skills Good listening practices. Techniques to develop listening skills (2 hours)
- D. Non-verbal communication Types Functions Characteristics Activity(1 hour)
- E. Speaking skills• Types • Sub skills • Characteristics Activities to develop speaking skills(1 hour)
- F. Oral Communication Face to face Conducting meetings Public addressing system (1 hour)
- G. Adapting to differences: Personality, Culture, and Gender (1 hour)
- **TEACHING METHODOLOGIES** Lectures Group discussions and reporting Group activities Participatory learning (These activities can be done before , during or after the presentation of the topic)