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| **Name of the Programme** | **Bachelor of Social Work** |
| **Semester** | **III** |
| **Course Code** | **BSW-305** |
| **Nature of Course** | **Core Course** |
| **Course Title** | **Skills For Social Work Practitioner** |
| **Credits** | **2** |
| **Marks** | **100** |

**Objectives:**

* To help the student to look into self as a person and a professional
* To enhance the personal qualities and capacities of the social work student
* To develop positive relationship skills of the student

**Course Contents**

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| **Units** | **Name of the Unit** | **Contents** | **L** | **T** | **P** | **Marks** |
| **1** | **Basic Understanding of Self** | * Concept of Self * Self-Awareness: SWOT Analysis, Self- Disclosure, Self-Esteem, Positive Attitude towards others and work * Johari Window. | **06** | **02** | **-** | **20** |
| **2** | **Coping Skills** | * Life Coping Skills: Time Management, Anger Management, Stress Management, Conflict Management, Problem solving, Decision Making,Assertive Behaviour | **06** | **02** | **-** | **20** |
| **3** | **Leadership, Communication and lifestyle** | * Leadership: Meaning, Leadership Power, Leadership Styles, Leadership in Administration. * Communication: meaning, flow and barriers of Communication * Life style: Critical thinking, Developing Emotional Maturity, Holistic health through Yoga, Meditation and exercises, work ethics and work culture, body language, etiquettes and manners | **06** | **02** | **-** | **20** |
| **4** |  | **Relationship Skills**   * Human Relationship Skills: Handling Negative criticism, Hurt feelings; building Relationships-Personal and Collegial, Trust Building. Behavioral Change Communication. | **06** | **02** | **-** | **20** |
| **TOTAL CONTACT HOURS** | | | **32** | | | **80** |
| **Note : End Semester Exam : 80 Marks, In Semester 20 Marks ( 10 In Semester Exam, 5 Presentation, 5 Assignment)** | | | | | | |

***Suggested Readings:***

* Davar S. Rustom, 1996. Creative Leadership. New Delhi: UBS Publishers Ltd.
* D’Souza Antony, 1995. Leadership. Mumbai: Better Yourself Books.
* Gupta Seema, 2001. Etiquette and Manners. Delhi: PustakMahal.
* Hasks Hurt, 1995. Motivation People. Delhi, PustakMahal
* Johnson, David, Johnson P. Frank, 1982. Joining Together: Group Theory and Group Skills.
* New Jersey: Prentice-Hall Inc.
* Lindenfield Gael, 1997. Assert Yourself. New Delhi: Harper Collins Publishers India Pvt. Ltd.
* McGrath, e. H., 1997. Training for life and leadership in industry. New Delhi: Prentice Hall of India Pvt. Ltd.
* Nelson, Richards & Jones. 1990. Human Relationship Skills. Mumbai: Better Yourself Books.