

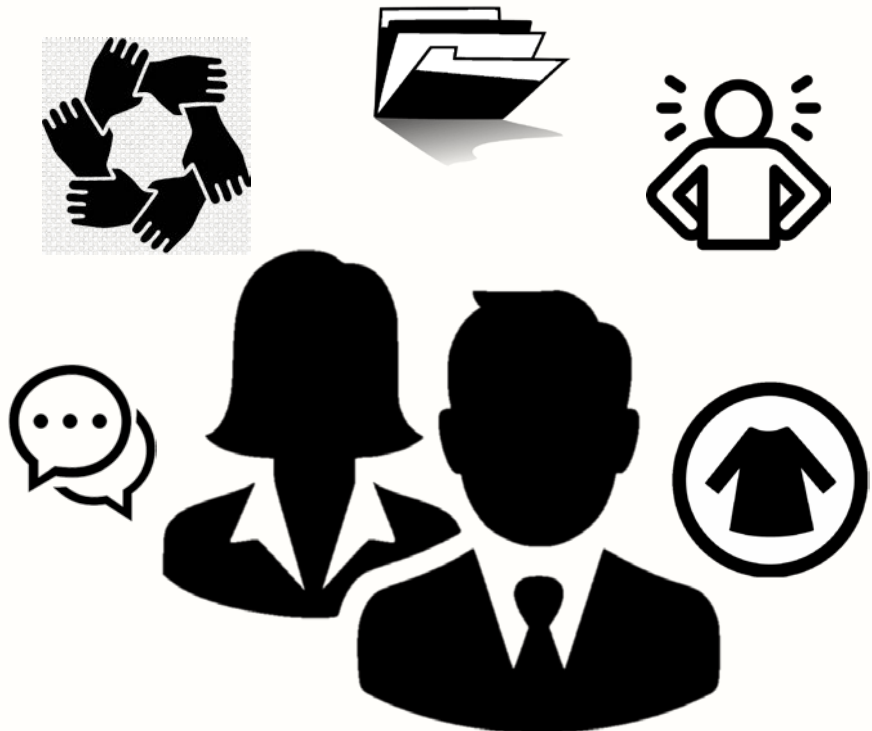


RIZVI EDUCATION SOCIETY'S  
**RIZVI COLLEGE OF EDUCATION**  
(Affiliated To University Of Mumbai)



**VALUE ADDED  
COURSE**

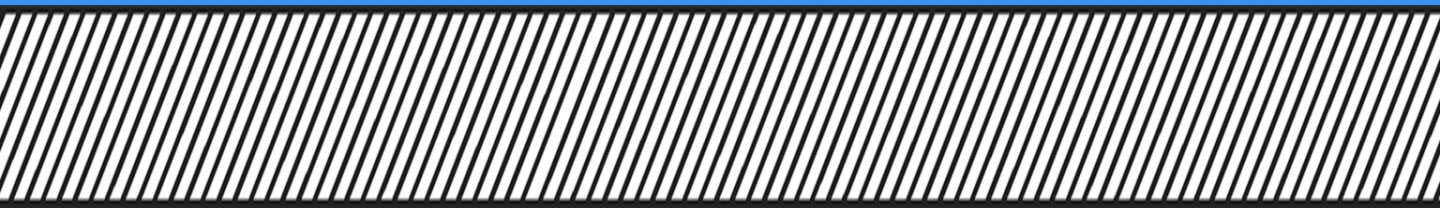
# Soft Skills & Interview Preparation Training for Teachers



## About RCoEd

The college started in 2003 under the aegis of Rizvi Education Society. In a span of 19 successful years, it has made a remarkable progress in the educational fraternity and has emerged as a premier institute, creating teachers equipped with the latest trends and technologies in education. It provides dynamic training programs that empower teachers to meet the challenges in the ever-changing global scenario.

The Placement cell of the college helps the students to enhance their soft skills, groom and prepares the students for interviews and demo lessons.



## Course Description

An educator's proficiency in their subject area can be measured in terms of grades, certifications, and exams, there are some more intangible qualities that can't be measured that can help them become better, more effective teachers. referred to as "soft skills," these qualities can't be measured, but can still be developed over time to help educators better connect with students, colleagues, and parents of students. During this course, student teachers will deepen their understanding of Soft Skills and reflect on their own abilities in its macro-areas such as Communication, Teamwork, Leadership, Personality development & Self confidence. This course aims to prepare student teachers for interviews to pave their way through the cut-throat competition in the job market.

## Program Learning Outcomes

PLO6. Develop imaginative, creative, innovative, and entrepreneurial skills among the prospective teachers.

PLO11. Foster core competencies befitting globally competent teachers.

## Course Learning Outcome

By the end of the soft skills training program, the students should be able to:

CLO1 - Develop effective communication skills

CLO2 - Develop effective presentation skills

CLO3 - Become self-confident individuals by mastering inter-personal skills, team management skills, and leadership skills.

CLO4 - Develop all-round personalities with a mature outlook to function effectively in different circumstances.

CLO5 - Develop broad career plans, evaluate the employment market, identify the organizations to get good placement, match the job requirements and skill sets.

CLO6 - Develop effective resumes and portfolios that will attract potential employers.



**VALUE ADDED COURSE**  
**Soft Skills & Interview Skills for Teachers**

**MODULE 1: Soft Skills For Teachers**

<b>Objective</b>	In this module, the student teachers will be introduced to different soft skills necessary at all stages of teacher's life i.e. from giving interviews to teaching in classrooms.
<b>Time Duration</b>	10 Hours
<b>Unit 1</b>	<p><b>Course introduction &amp; Soft Skills for Teachers</b></p> <ul style="list-style-type: none"><li>• Introduction to the course</li><li>• Importance and benefits of soft skills for teachers;</li><li>• The Art of Listening and Speaking</li><li>• Effective Communication &amp; Presentation Skills;</li></ul> <p>Task - Presentations by the participants. - Simulated Public Speaking</p>
<b>Unit 2</b>	<p><b>Grooming Personality of Teachers</b></p> <ul style="list-style-type: none"><li>• Team work</li><li>• Leadership Skills</li><li>• Self Confidence</li><li>• Enhancing Personality of Teachers</li><li>• Stress Management Skills</li></ul> <p>Task- Group Presentation on any topic provided on the spot</p>
<b>Teaching Strategy</b>	<ul style="list-style-type: none"><li>• Ice Breaker Activities</li><li>• Discussions</li><li>• TED Talks</li><li>• Dialogic conversation</li></ul>

## MODULE 2: Manners & Etiquettes for Interviews

<p><b>Objective</b></p>	<p>In this module, the student teachers will be introduced to manners and etiquettes that student teachers need to follow when they go for their interviews because the way one presents themselves or interacts with people can be a key factor in landing a job. This module also is designed to teach students how to communicate with the people at work with in ways that shows confidence and gives them a sense of trust.</p>
<p><b>Time Duration</b></p>	<p>10 Hours</p>
<p><b>Unit 3</b></p>	<p><b>Self Care &amp; Self Presentation</b></p> <ul style="list-style-type: none"> <li>• Importance of Self-Care and Effective dressing style</li> <li>• Interview etiquettes, body language,</li> <li>• Ace Your Self Introduction in Interview</li> <li>• Facing Job Interviews, Emotional Intelligence &amp; Critical Thinking</li> <li>• Combating Nervousness</li> </ul> <p>Task – Mock Interview</p>
<p><b>Unit 4</b></p>	<p><b>Developing Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• People and Soft Skills for Professional</li> <li>• Positive Thinking</li> <li>• Telephonic Communication Skills</li> <li>• Communicating without Words</li> <li>• Oral Presentation, Speeches &amp; Debates,</li> </ul> <p>Task – Participate in a debate</p>
<p><b>Teaching Strategy</b></p>	<ul style="list-style-type: none"> <li>• Discussion</li> <li>• Role play</li> <li>• Mock interview</li> </ul>

## MODULE 3: Resume Writing & Portfolio Designing

<b>Objective</b>	This module focuses on helping the students learn the best ways to develop their resume and portfolios which will make it eye catching for prospective employers
<b>Time Duration</b>	10 Hours
<b>Unit 5</b>	<ul style="list-style-type: none"><li>• Difference between Resume, Bio-data and Curriculum Vitae</li><li>• Preparing a Portfolio</li><li>• Google Sites - E-Portfolio</li><li>• Effective Résumé,</li><li>• Video Resume</li></ul> <p>Task- Prepare an e-portfolio, Curriculum Vitae, Résumé and Video Résumé</p>
<b>Teaching Strategy</b>	<ul style="list-style-type: none"><li>• Video Resume</li><li>• Discussion</li><li>• Dos &amp; Don'ts</li></ul>

### **Certificate:**

Participants who attend at least 90% of the course will receive a Certificate of completion.

## **PROGRAM FACILITATOR**

**Mrs. Nahida Mandviwala**

**(I/C Principal)**

## **PROGRAM COORDINATOR**

**Ms. Surekha Chidambaranath**

**Proposed No. of Contact  
Hours: 30 hours**

**Proposed fee: Rs. 500/-**



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Premises of Rizvi Springfield High  
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**Website: [www.bed.rizvi.edu.in](http://www.bed.rizvi.edu.in)**

## **CHIEF PATRONS**



**Dr. Akhtar Hasan Rizvi**  
**President**  
**Rizvi Education Society**



**Adv. Mrs. Rubina A. H.**  
**Rizvi**  
**Director**  
**Rizvi Education Society**