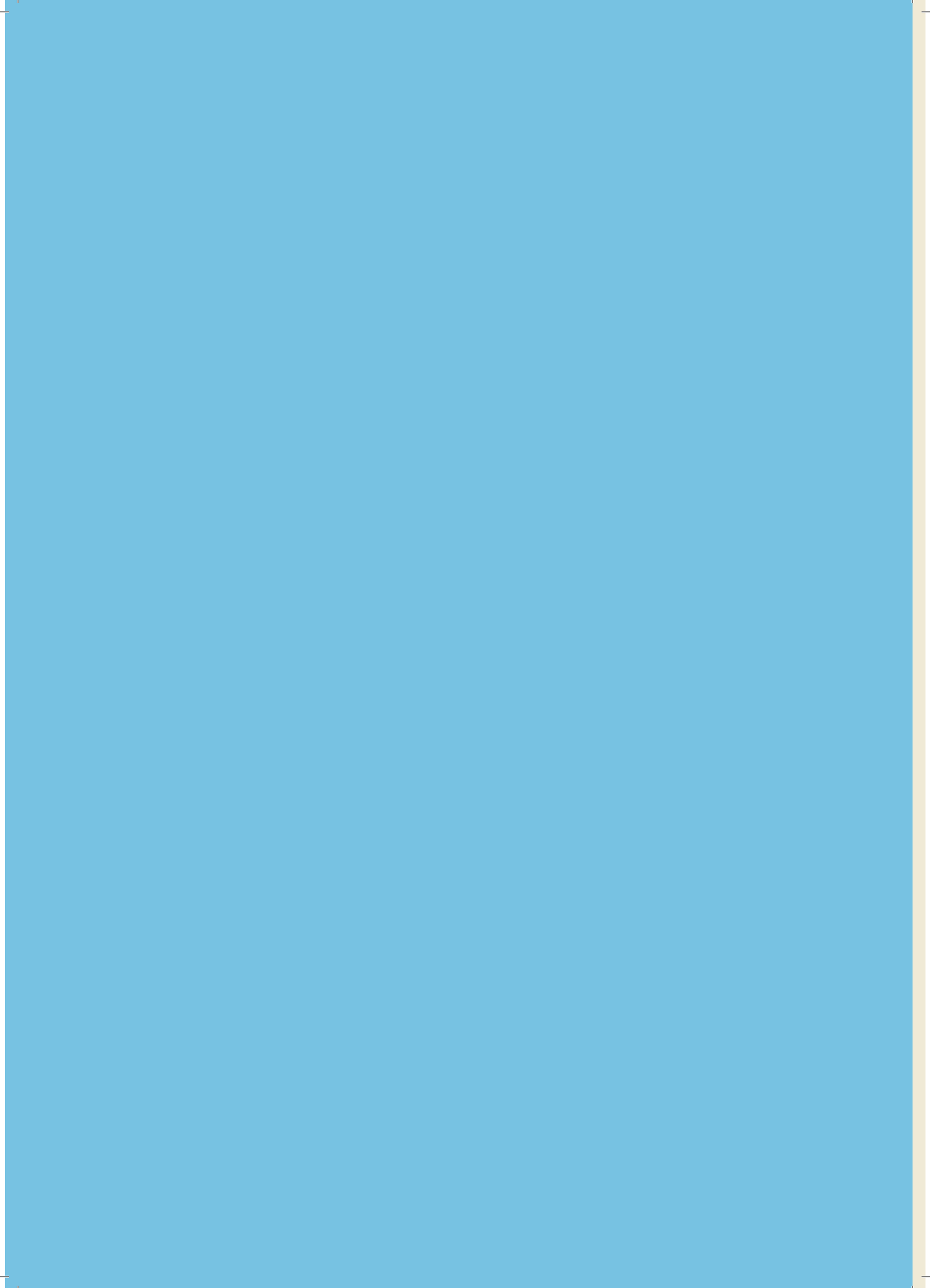


EMPLOYABILITY SKILLS

Student Workbook

Year 2 | 60 hrs





Employability Skills Student Workbook: Year 2

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Request for feedback



How do you like this Student Workbook? What was your experience of reading it? How can we improve this Student Workbook?

Your views and opinions are very important to us. Please share your valuable feedback.

Please write to: esfeedback@nimi.co.in

Welcome Page

Welcome to Employability Skills Student Workbook - Year 2!

Dear Learner,

Congratulations on beginning your journey into **Year 2 of the Employability Skills program!** This workbook has been developed to empower you with the knowledge and skills necessary in the ever changing world of work.

Our focus this year is on refining your employability skills, ensuring that you are not only well-prepared for the job market but also capable of standing out and making an impact.

Here are some exciting topics we will be covering



1. Basic Career Skills

Discover your career aspirations, set goals, and develop a roadmap to achieve them. You will also learn to practice your English language skills (from grammar to writing and speaking) so that you can express yourself clearly and confidently.



2. Future Work Skills

Learn how you can contribute to a greener, more sustainable world by exploring career opportunities in eco-friendly industries.



3. Professional Skills

Understand how effective interpersonal skills are necessary for a positive work environment. You will dive into topics like teamwork, critical thinking and conflict resolution.



4. Entrepreneurial Skills

Learn the necessary skills to start your own business and make your ideas come to life.



5. Digital Skills

Develop skills to use the internet for job search and for self learning.



Additionally, this workbook will provide you a glimpse into the engagement activities like **Alumni engagement, Family Engagement and HR Interaction.**

Throughout this workbook, you'll find interesting activities and assessment questions to check your own learning. We encourage you to take your time, reflect on your progress, and embrace the opportunity to grow personally and professionally.

Remember, learning is a journey, and your dedication and effort will shape your future.

Best wishes on your learning adventure!

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How To Use This Workbook

Name of the Lesson

In this lesson you will learn:

1. _____
2. _____



Story Time



Activity Time



Discovery Time



Thinking Time
(Optional)



Check Your Understanding

What I learnt today:

Put a ✓ if you know this topic well.

1. ☐
2. ☐
3. ☐

This describes what you will know at the end of a lesson.

A short story or a situation for you to step into the topic of the lesson.

A short activity for you to complete based on the story.

Read more and understand the topic in detail.

A chance for you to explore and learn from digital or online resources.

Reflect on your learning by answering either MCQs, summary questions or simply thinking prompts depending on the topic.

Check how much you have learnt by reflecting and answering summary questions or certain key questions about the topic.

Tick all that you have learnt from a list once you are confident about it.

You can learn in offline mode - through this workbook.
And online mode - through digital lessons.

We hope that you will always be a 'learner', and keep up with the trends.
Do your best to continue upgrading your skills, so that you can find success in your chosen field!

MODULE 1 | BC

Basic Career Skills 11-34

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1.1 Applying for a Job

In this lesson you will learn:

1. How to build and review your resume
2. How to write a cover letter
3. How to write job applications

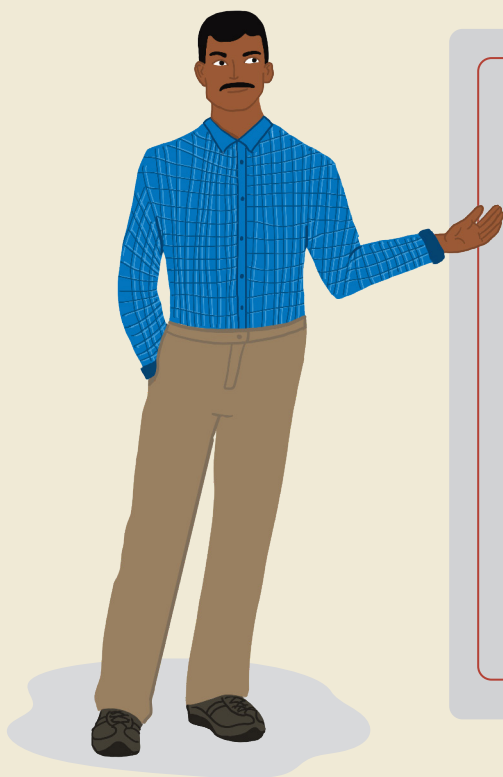
Let's learn to build and review your resume



Story Time

Prashanth studies at an ITI.

He wants a job. He sees this notice and wants to apply.
What should Prashanth do to make his resume look very good?



ITI Campus Recruitment

24th February

Job Location: Delhi, Noida

Qualification: 10th + ITI (NCVT/SCVT)

ITI Trades: All trades are eligible

Year of Passing: 2015-2023

Age: 18-30 years

Companies: DVS Pvt. Ltd.

Salary: Rs. 12,000 - Rs. 18,000

Interested candidates can appear for test/interview along with all necessary documents, two photos and biodata/ resume



Activity Time

What will make Prashanth's resume get the attention of employers?



Discovery Time

What is a resume?

Your resume is a list of your qualifications, your skills and work experience. It helps employers understand what you are good at.

Factors of a good resume



Layout

How your resume looks is very important. A neat resume has simple designs and easy-to-read words. It is also well organised.



Correct Details

Details such as phone number, email address, home address etc. have to be clear and correct.



Language

Use simple words and short sentences. Make sure your grammar and spelling is correct.



Match the Job

Read the job description. Then, think about which of your qualifications or skills matches the job. Highlight that in the resume.



Skills

Even if this is your first job, write about skills like leading others, managing time, solving problems, and being good with people. Employers like these skills because they're not easy to teach.



Be Yourself

Writing about your career goals and hobbies helps employers understand you better.



Check

Before you send your resume, look at it again. Check how it looks, find any spelling or writing mistakes, see if your educational qualifications and school names are right, and ask a friend, teacher, or expert to look at it too.

The word, *résumé* comes from French and means summary. On an average, employers only look at a resume for 10 seconds, so it's important to make the right impression immediately.

Did You Know

Basic resume layout

A clear professional photo

Name and Title in a large font size

Contact Details must be clear

A simple career summary, goal or vision

Specific skills like a software, a language, a project management tool, etc.

Work Experience : Start the list with your current or latest job.

For education, start with your most recent qualification. Then continue backwards.

Additional skills such as problem-solving, leadership, people skills, etc. can be added here.

Hobbies such as reading, crafts, movies etc.

PHOTO

NAME
TITLE

Phone Number
Address

Email Address
Website or
Social Media

Summary

Technical Skills

Work Experience

Current Employment

TITLE • Start Date - Present

Previous (If Any)

TITLE • Start Date - End Date

Education

Soft Skills

Hobbies

As another option, you can add a declaration of truth in the resume, stating that all the details given by you are true.

Remember to always save and send your resume as a PDF file for digital applications.

Things to Remember

Search online for resume templates/samples and compare the differences.



Thinking Time

Choose the skills that you would definitely add to your resume

All these skills are useful both in your personal and your professional life. For example: Planning and organisation skills will be useful when you have to plan a wedding in your family.

- ☐ **Leadership Qualities:** The ability to lead people and teams
- ☐ **Interpersonal Skills:** The ability to connect well with people
- ☐ **Time Management:** The ability to be punctual and complete tasks on time
- ☐ **Problem Solving:** The ability to think fast and find solutions to problems
- ☐ **Planning and Organisation:** The ability to plan a specific order of tasks, decide who will do them, and what resources will be needed
- ☐ **Teamwork:** The ability to work well in groups
- ☐ **Creativity:** The ability to think differently
- ☐ **Adaptability:** The ability to manage changes
- ☐ **Negotiation:** The ability to get what you want by using smart methods
- ☐ **Collaboration:** The ability to work together with other people
- ☐ **Public Speaking:** The ability to speak well in front of large groups
- ☐ **Work Ethic:** The ability to stay committed to finishing tasks
- ☐ **Patience:** The ability to wait and stay calm
- ☐ **Empathy:** The ability to understand others' situations
- ☐ **Active Listening:** The ability to really listen to what the other person is saying



Check Your Understanding

Build your own resume based on what you have learned.

Let's learn to write a cover letter

To apply for the job, especially if you are applying over email, it is important to have a good cover letter.



Story Time

Your friends, Pooja, Venu, and Raghuram have all applied for various jobs with their cover letters. They have all sent their letters to you for feedback. Compare their cover letters.



POOJA SINGH
B.COM (P), CA (INTER)

CA

Date:

HR Manager
Tata Motors
Chennai - 625125

The Manager HRD

Dear Sir/Madam,

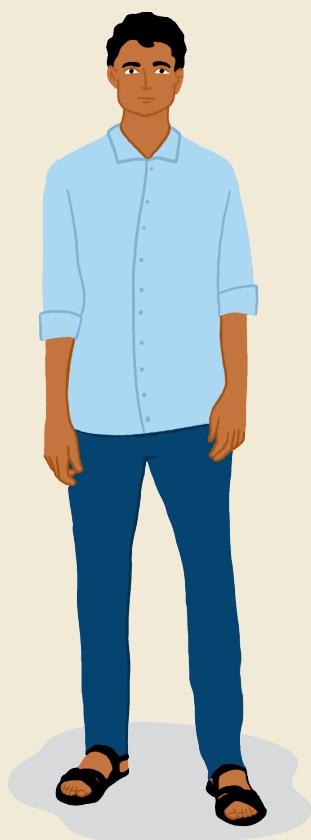
Sub: Application for Appointment

I am writing to express my interest in a position within your esteemed organization. Enclosed, please find my resume for your review. I earned my B.Com from Delhi University and have successfully completed the Chartered Accountancy (Inter) exam. During my articleship, I've undertaken various assignments, including statutory and tax audits, both individually and as part of a team. With my professional background and academic achievements, I am confident in my ability to contribute effectively to your organization. I await your positive response. Thank you for your consideration.

With Kind Regards,

Pooja Singh
Phone - 9876543210

Residence: 12/1 N S Road, Gopi Bajar, New Delhi 101010
Mobile: 9876543210
E-Mail: poojasingh@gmail.com

**Venu Gopal**

12/1 N S Road, 10th Floor, Chennai - 602412

Contact: +91-987654321**Email:** venu@gmail.com

Respected HR Team,

I'm sharing my resume with you to express my interest in working at your organization.

I have a B.E. in Computer Science from Adhi College of Engineering and Technology in Kanchipuram, Chennai, which is affiliated to Anna University. I'm knowledgeable in Java, J2EE, HTML, and C++.

I'm good at communicating, I learn quickly, and I'm always ready for new things.

I'm looking for a job that matches my skills and helps the organization grow. I believe I'd be a good fit for your team. I'd be grateful for a chance to talk in person.

Thank you for considering me.

Yours sincerely,

Venu Gopal**To**

The HR Manager,
ABC Foundation,
Visakhapatnam.

Place: Visakhapatnam,
Date: 05 Jan 2023.

Sub: Application for "Marketing Executive".

Dear Sir/Madam,

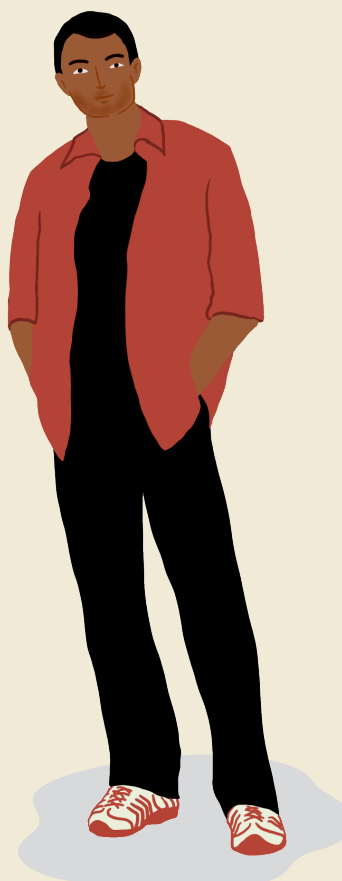
I am writing regarding your opening for the position of "**Marketing Executive**" at ABC Pvt Ltd. I recently graduated from **Andhra University** in **Visakhapatnam**. I believe my skills and knowledge would be a valuable asset to your organization.

I would appreciate the opportunity to come to an interview and further discuss my qualification and skills.

Please find the enclosed resume for your reference. I am available anytime at your convenience.

Thank you for your time and consideration.

Sincerely,
Raghuram Padala.
raghupadala@gmail.com
9452XXXX50.





Discovery Time

What are some of the differences in these cover letters?

Are they:

- easy to read
- to the point
- too short/long
- professional

If not, then what changes would make it better?

Discuss and compare with your classmates!

Check out a digital lesson on writing a cover letter.



Activity Time

Write a cover letter for any one of the following job descriptions.

- 1. Job 1** – XYZ recycling plant is looking for an ITI Electrician for its Mumbai branch.
- 2. Job 2** – Shakti Enterprises has immediate requirement for skilled category ITI (Any Trade) in Erode
- 3. Job 3** – Ernest Automobiles is looking for ITI Motor Mechanics with a minimum of 2 years' experience in Kolkata
- 4. Job 4** – A top solar panel and solar product manufacturing company is looking for ITI, diploma and engineering, (all branches and all trades), specifically fresher candidates in Bangalore.



Check Your Understanding

What are the things you would check for while reviewing your resume and cover letter?

What I learnt today:

Put a ✓ if you know this topic well.

1. I can develop and update my professional resume. ☐
2. I can check and review my resume to ensure there are no mistakes. ☐
3. I can write a cover letter according to the job requirement. ☐

1.2 Formal Communication in English

In this lesson you will learn:

1. How to use basic English to speak in formal situations
2. How to use basic English to write in formal situations

Let's learn basic English Skills to communicate in formal situations



Story Time

Parmeet is attending a job interview for the first time.



Activity Time

**What are some of the ways in which Parmeet can introduce himself to the interviewer?
Practise with your friend!**

1. Good morning/afternoon. My name is Parmeet and I want to thank you for this opportunity.
2. Hello! My name is Parmeet and it's a pleasure for me to be here.
3. Good morning/afternoon. I am Parmeet and I want to thank you for considering me for this role.





Discovery Time

What is “formal communication?”

1. Formal communication is official communication. It follows a set of rules, and is a respectful way of communicating with your superiors.
2. It usually happens in an office, or in a school or college between the teacher and student.
3. A job interview is an example of a situation that needs formal communication skills. Other examples are ‘talking in a meeting’ or ‘making a presentation.’

An interview can be a difficult experience. But you can make it easier by preparing well. Here are some phrases you can use:

If you didn’t hear or understand the question –

1. Sorry, could you repeat that?
2. I’m sorry. Would you please repeat the question?
3. Excuse me, I didn’t hear you. Can you please say that again?
4. Sorry, I didn’t understand you. Could you please say that again?

When you want to focus on your strengths –

1. I think I’m the right choice for this job because I know how to _____.
2. My _____ skills will allow me to do this easily.
3. I’m very good at _____ and that’s why I think I’ll be able to handle this position.
4. My top 3 skills are: _____, _____ and _____.

If you don’t know the answer to a question –

1. I’m sorry, I don’t know the answer to that. But I am ready to learn.
2. Sorry, I am not familiar with the answer to this question. But I can definitely find out after this interview.
3. Sorry, I don’t know the answer to this question. However I am willing to learn.

What are some other interview questions that you can think of?
Do an online research to find out.



Thinking Time

Find a peer or classmate and practise mock job interviews with each other. Provide feedback to each other about tone, language and communication skills.



Check Your Understanding

Select the formal phrases out of the following, based on the examples above:

- | | | |
|--|--|---|
| <input type="checkbox"/> It's up to you | <input type="checkbox"/> Never mind. | <input type="checkbox"/> At your earliest convenience |
| <input type="checkbox"/> It's a pleasure to meet you | <input type="checkbox"/> I regret informing you... | <input type="checkbox"/> Please accept my apologies |
| <input type="checkbox"/> Come on! | <input type="checkbox"/> Sorry, I can't do this | <input type="checkbox"/> Don't forget |

Research shows that effective formal communication can increase a team's productivity by between 20 and 25%

Did You Know

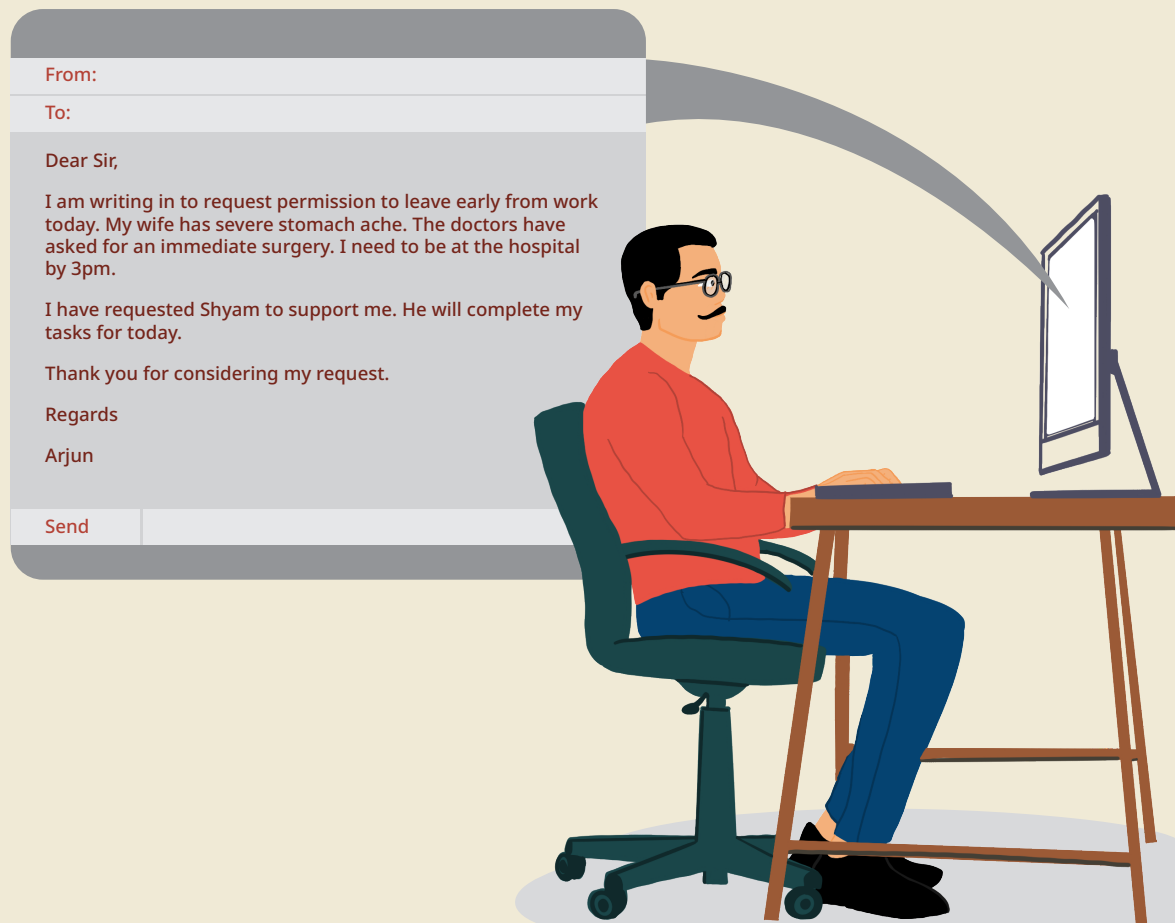
Let's learn to practise writing formally in English



Story Time

Arjun has a family emergency.

He needs to reach home soon. Arjun writes an email to his manager asking for permission to leave work early.





Discovery Time

"Formal communication" is also when people communicate through writing.

1. **Some examples are:** Writing an email, a report, a memo or a notice.
2. It's a way to communicate clear and specific information.
3. In formal writing such as leave requests and reports we must use full sentences and official words.

Explore the correct way to write emails through digital lessons and activities.



Activity Time

Practise formal communication with your classmates. Imagine a situation where you will need to write formally and communicate with your friend through email.



Check Your Understanding

Mark True or False

Formal communication happens between friends.

☐ True ☐ False

Formal communication is clear and specific.

☐ True ☐ False

Formal communication is used for request letters, office communication and reports etc.

☐ True ☐ False

☒ What I learnt today:

Put a ✓ if you know this topic well.

1. I can communicate in formal English at interviews.
2. I can write emails in formal English for official communication.

☐
☐

1.3 Informal Communication in English

In this lesson you will learn:

1. How to use basic English Skills to communicate in informal situations
2. How to practise communicating in English

Let's learn to use basic english skills to communicate in informal situations



Story Time

Hey Asif, what are your plans for the weekend?



I am not sure. I will be relaxing and maybe watch a movie.



Discovery Time

What is "informal communication"?

1. "Informal communication" is when people talk casually outside of official work arrangements. Some examples are: Talking to your neighbour at the local supermarket, talking about your weekend plans at your office canteen, etc.
2. It's a way to talk that's not very serious and not part of the official rules. This type of talking creates a positive mood at work.
3. However we still have to be respectful to others when we talk.



Activity Time

**What are some informal situations within the workplace?
Select all the options that apply.**

- ☐ Having a meal in the canteen/cafeteria
- ☐ Drinking water near the water cooler
- ☐ Using the hand wash
- ☐ Waiting or walking in the lobby/hallways
- ☐ Sitting in a conference room for a meeting

Do some online research on informal communication, and discuss with your peers.



Thinking Time

With a friend discuss and write down the full conversation in your notebook. Then, try out this conversation as a role play.

Begin like this:

You: Hi _____, are you free for 5 minutes? I need your help.

Co-worker: Sure _____. What's up?



Check Your Understanding

**What are some advantages of informal communication?
Write these in your notebook.**

Around 70% of communication among co-workers in an organisation is informal. These conversations contribute to teamwork and collaboration (working together to create something).

Did You Know

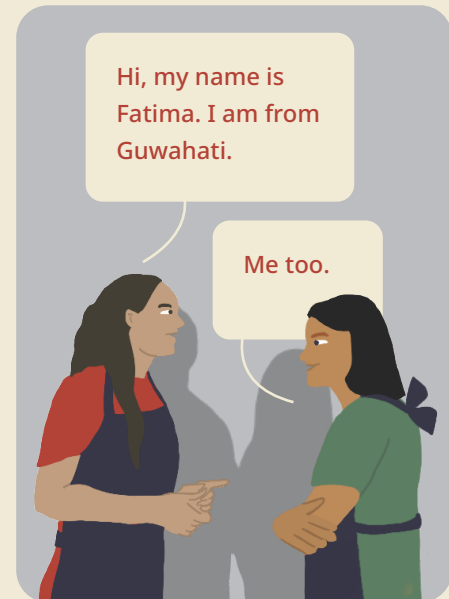
Let's practise communicating in English



Story Time

Seema has got a job at a salon.

Today is her first day. There are 6 others who are joining today.



Discovery Time

Starting a conversation in an informal situation involves a simple and light topic that is comfortable for everyone. Some common topics for informal communication are:

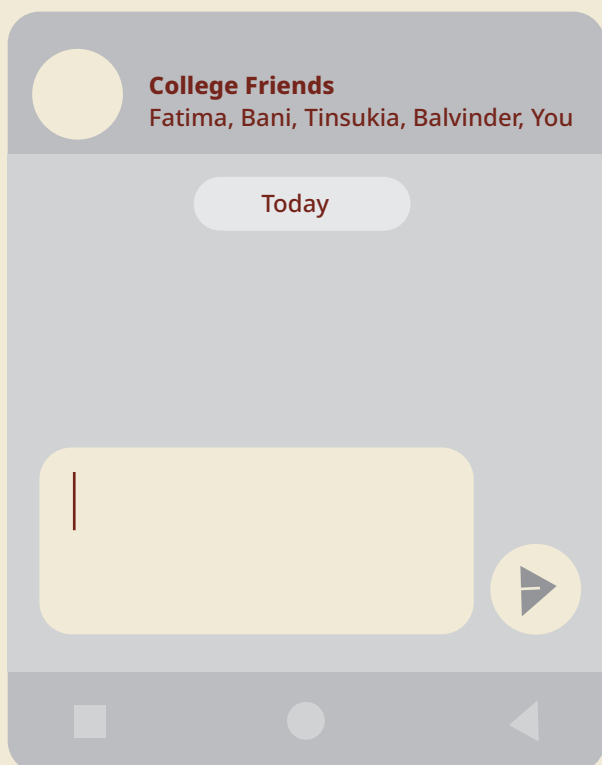
1. Common interests
2. Current events or news
3. Personal experiences
4. Sports or entertainment

Search online for 'informal phrases to write text messages to friends.'



Activity Time

Seema wants to go see a movie. Help her write an informal text to her friends to make the plans.



Check Your Understanding

Your friend at work has received a promotion. Write an informal message to congratulate them.

☒ What I learnt today:

Put a ✓ if you know this topic well.

1. I can identify informal situations in the workplace.
2. I can hold an informal conversation comfortably.
3. I can write informal messages in Basic English.

☐
☐
☐

1.4 Workplace Skills I

In this lesson you will learn:

1. How to use basic English to communicate in formal situations
2. How to practise communicating in English

Let's learn about workplace etiquette



Story Time

Mehul has to report to work at 9 AM.



She is usually at her desk by 8.55 AM.

Pratap loves bright coloured sports shoes.



But he wears formal shoes to work.

Mercy has over 25 members on her team.



She knows all their names and faces.

Yusuf works with a very diverse group of people from different backgrounds.



He makes sure he is mindful of their differences in his conversations.



Discovery Time

1. Workplace etiquette is a code of behaviour that is based on respect, values and professionalism. It refers to proper behaviour in our place of work.
2. A lot of common office etiquettes are also basic good manners in everyday life, however workplace etiquette is less casual, and less personal.
3. Professionalism requires a certain level of formality.
4. Most companies have specific guides to workplace etiquettes but the majority of these are similar among organisations.



Activity Time

Can you match the etiquettes with the images on the left?
There can be more than one etiquette in each image and they can also repeat in other images.

- | | | |
|--|--|--------------|
| • Punctuality (or being on time) | • Respect | • Listening |
| • Dress Code (or dressing appropriately) | • Mindfulness (or being aware of others) | • Politeness |

What are some skills needed for maintaining workplace etiquette? Do some online research and find out.

E.g.: To be punctual, you need to work on your time-management skills.



Thinking Time

Fill in the blanks with the correct answers from the list below:

1. For a workplace meeting, three important etiquettes are _____, _____ and _____.
2. The tone of a formal email to a superior or co-worker must always be _____.
3. Playing music loudly, talking loudly etc. are all a lack of _____ in the workplace.

• punctuality • mindfulness • polite • listening • respect



Check Your Understanding

Can you define “workplace etiquette”? How is it different from basic “good manners”?

Did You Know

A firm, strong handshake, a polite tone of voice and a warm smile will express your confidence in yourself and your abilities, and can make a great first impression.



Story Time

Hi Sabeena, could you share the...



Christy! Just the person I wanted to see. Do you know when the new training is happening?

Hi Sabeena, could you share the new training seminar schedule?



Christy! I was going to ask you the same thing. Let's look it up on the calendar.



Activity Time

In the above image, the same incident is shown in two different ways. Can you identify which is appropriate workplace behaviour and which is inappropriate? Explain why.



Discovery Time

| Inappropriate workplace etiquette | Appropriate workplace etiquette |
|-----------------------------------|--------------------------------------|
| ✗ Talking loudly | ✓ Polite tone |
| ✗ Interrupting | ✓ Listening actively |
| ✗ Being late | ✓ Being punctual |
| ✗ Being rude | ✓ Being respectful |
| ✗ Gossiping | ✓ Communicating clearly and honestly |
| ✗ Taking credit for others' work | ✓ Acknowledging co-workers |

Take online quizzes and do activities on the topics professionalism, behaviour, attitude, resolving conflict etc.



Check Your Understanding

Add a tick or cross mark to show what is correct and incorrect behaviour at work.

- | | |
|--|--|
| <input type="checkbox"/> Opening the door for someone | <input type="checkbox"/> Yawning with your mouth open |
| <input type="checkbox"/> Eating loudly | <input type="checkbox"/> Saying 'please' and 'thank you' |
| <input type="checkbox"/> Wearing smelly shoes | <input type="checkbox"/> Whistling at your desk |
| <input type="checkbox"/> Maintaining a clean workspace | <input type="checkbox"/> Wearing a neatly ironed shirt/dress |
| <input type="checkbox"/> Tapping repeatedly on the desk in a meeting | |



What I learnt today:

(10 mins)

Put a ✓ if you know this topic well.

- I can define workplace etiquette. ☐
- I can differentiate between appropriate and inappropriate workplace behaviour. ☐
- I understand what professionalism means. ☐

1.5 Workplace Skills II

In this lesson you will learn:

1. How to demonstrate effective teamwork in real-life situations

Let's learn how to demonstrate effective teamwork in real-life situations.



Story Time

Making one mobile phone needs a lot of people.

Usually 100 to 1200 people work together on an assembly line. Each person has a specific job. Everyone has to pay attention and help each other finish the work. This is called teamwork!



Discovery Time

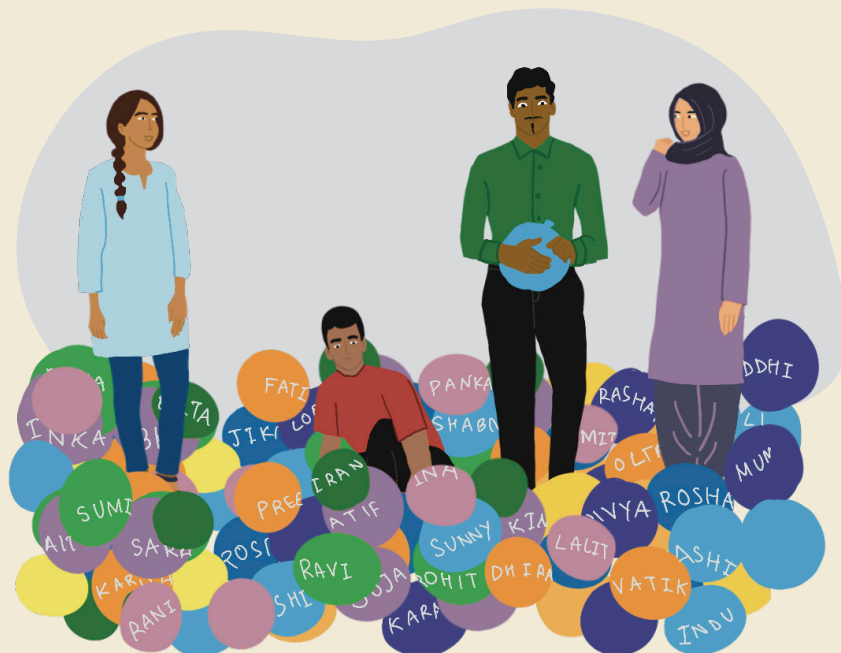
1. Teamwork is when a group of people work together to finish something. This helps everyone in the group do things well and fast.
2. Good teamwork makes things go smoothly and quickly. Trust, dividing tasks, talking nicely, being ready to change, and knowing what to achieve are all important for teamwork.
3. Important factors in teamwork are trust, division of work, healthy communication, adaptability and clear goals.



Activity Time

Imagine that you and your classmates are stuck in a large hall.

The hall is filled with balloons. All the balloons have names on them. You have to find the balloon with your name, without bursting any of the balloons. What is the best way to do this? Discuss with your classmate.



Watch YouTube videos on teamwork and discuss with your friends.



Thinking Time

**Are you a team player?
Take this quiz and find out.**

1. I do what I promise.
2. I share my ideas to help the team.
3. I support and help my teammates.
4. I learn from my mistakes.
5. I'm nice to others, even those on other teams.
6. I listen carefully to others' ideas, even if I don't agree with them.

Discuss with your classmates which statements you agree or disagree with.



Check Your Understanding

Define teamwork. What are the factors that make a good team? Note these down.

When people work well together as a team, it can make organizations **50%** better at finishing work and making employees happier?

Did You Know

☒ ***What I learnt today:***

Put a ✓ if you know this topic well.

1. I can define teamwork and list its factors. ☐
2. I can apply teamworking skills in real life situations. ☐

MODULE 2 | FW

Future Work Skills **35-65**

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2.1 Introduction to Future Work Skills

In this lesson you will learn:

1. What does future of work look like post COVID
2. What skills do you need for the future of work

Let's learn what the future of work looks like post-COVID



Story Time

Roopa didn't have a job for most of the time during COVID.

Right now, she's searching for a job.



Activity Time

What should Roopa think about when she searches for a job in a company?



Discovery Time

What does a workplace look like after COVID?

1. Mix of in-person and at-home work: Lots of companies let you work from home or in the office.
2. Tech-focused: Technology is becoming really important. Most work is done using digital tools.
3. Flexible hours: Work hours are more flexible now, not just 9 AM - 5 PM.
4. Care about results: Doing a good job matters more than how much time you spend working.
5. Helping society: Companies want to make the world better, like by giving to charity or volunteering.



Do some research online on these companies and find out if they have some or all the above factors.



Thinking Time

Name the aspects of your trade you can do online, and the aspects that you need to do in person?



Check Your Understanding

What are some important factors that have changed in the workplace after COVID?

For example: Most companies now have a work from home option. Technology skills have become more important.

Let's learn what skills you need for the future of work



Story Time



Sidhu is busy learning new technology skills for work.



His supervisor Amar is happy. He is eager to see how these new skills will help Sidhu and the company.



Discovery Time

Important future skills for the workplace

What do you need to do to gain skills for the future of work?

1. You need to improve your technical skills. For instance, if you're a beautician, it's important to learn about new hair and makeup trends and styles.
2. Technology skills are really important for many jobs. Being able to research online and use different types of technology is a skill you'll need in the future. For example, if you're good at using the latest features in social media apps like Instagram or YouTube, it can help with your work.
3. These days, managers find people for jobs in different ways. Knowing the right people and being able to build relationships with them will be really important in the future. For example, someone you meet and connect with while working as an Ola or Uber driver might help you find a better job opportunity.
4. Be okay with things changing at work. Be open to learning new things to grow in a company. For example, if your company gives everyone a digital tablet, it's important to be ready and willing to learn how to use it for work.



Activity Time

Pick a classmate to be your partner for this activity. Write down the skills you currently have and the skills you want to learn in the future. Exchange your ideas and discuss.

What are some ways in which you can improve your technology skills?



Check Your Understanding

Write down important future skills based on what you have learned.

57% of companies say more than half their workforce works from home at least two days per week.

Did You Know

☒ ***What I learnt today:***

(10 mins)

Put a ✓ if you know this topic well.

1. I can explain what the future of work looks like post COVID.
2. I can list the skills required in the future for workplaces.

☐☐

2.2 Platform and Gig Economy

In this lesson you will learn:

1. What is platform and gig economy
2. How to find job opportunities in platform and gig economy

Let's learn about platform and gig economy



Story Time

Kenny gets a new smartphone.

He bought it because he heard that there are apps that can help you find new jobs. He wants to learn more about how to use these apps.



Activity Time

Can you help Kenny identify the services provided by the above apps in the pictures?



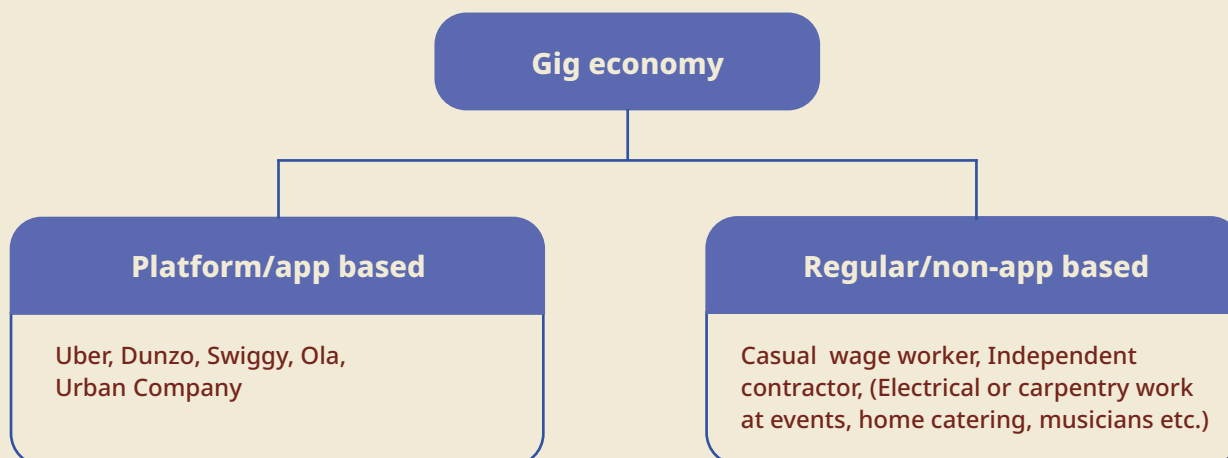
Discovery Time

The “gig” economy is a system of work where people work in part-time or temporary positions. They are also called independent contractors or freelancers. Each specific project or job they get is called a “gig”.

Gig economy can be of two types: platform/app based or regular/non-app based

For eg - Amazon is a platform where sellers can sell their products.

Whereas Ola is an app where you can use taxi services or apply as a gig worker.



Online platforms and apps are a great way for gig workers to find jobs.

A platform helps the customers to connect with gig workers who can provide their services.

Search online to find at least ten examples of gig workers. Talk to your classmates and share your notes.

Check the digital lesson on the ‘future of work’.



Check Your Understanding

Which of the following are platforms that offer opportunities for gig workers?

- | | | | |
|------------------------------------|-------------------------------|----------------------------------|--------------------------------|
| <input type="checkbox"/> Google | <input type="checkbox"/> Uber | <input type="checkbox"/> Swiggy | <input type="checkbox"/> Canva |
| <input type="checkbox"/> Amazon | <input type="checkbox"/> Zoom | <input type="checkbox"/> Zepto | <input type="checkbox"/> Dunzo |
| <input type="checkbox"/> Microsoft | <input type="checkbox"/> Ola | <input type="checkbox"/> Spotify | <input type="checkbox"/> Dell |

Let's learn how to find job opportunities in platform and gig economy

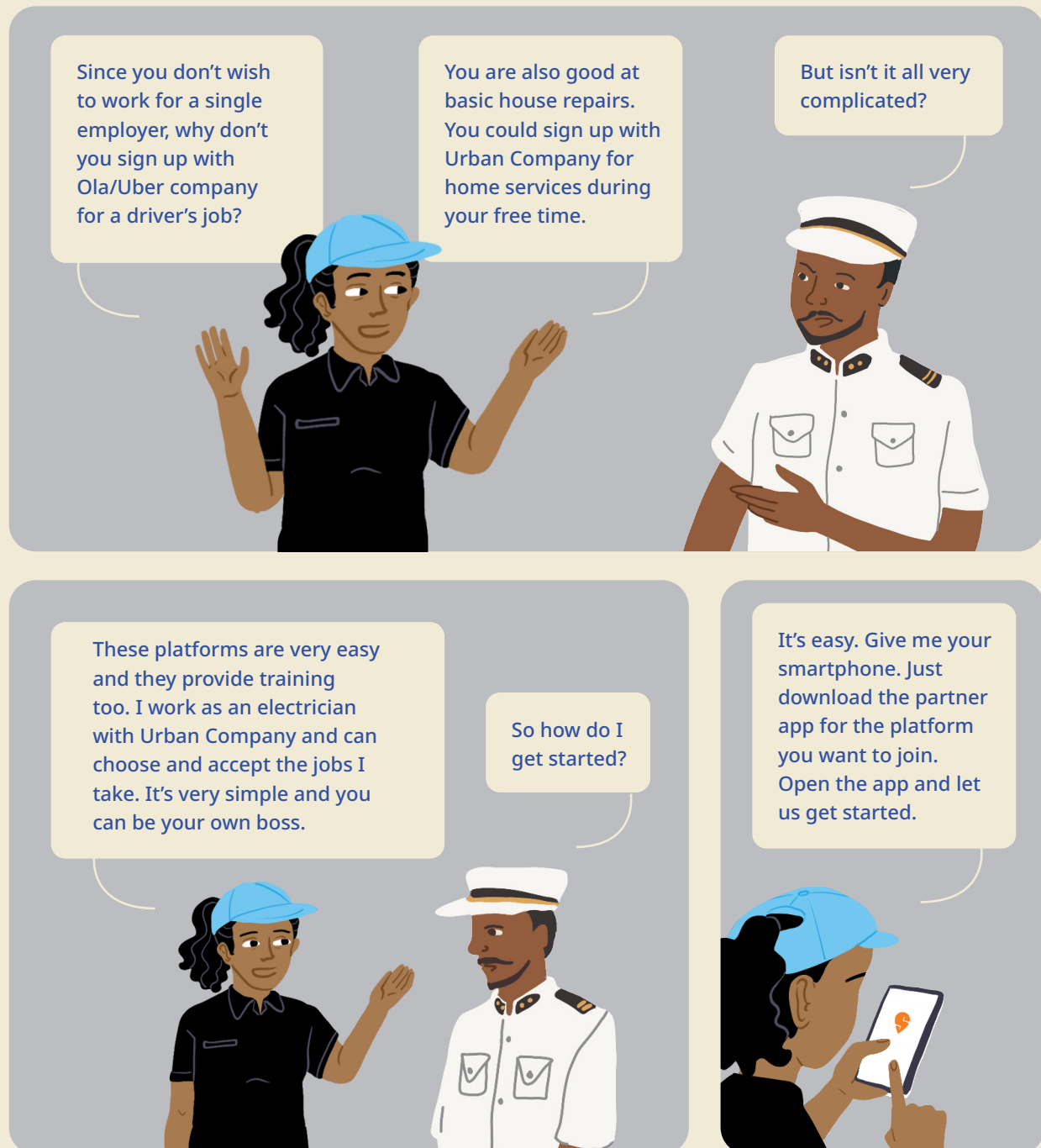


Story Time

Sultan has been a driver cum handyman for a family in Mysore.

Since the whole family is moving abroad, he needs to find another job. His family requested him to spend more time with them. So, he decided to look out for a job with flexible timings.

He meets his friend Razia to see if she can help him find a job.





Activity Time

What steps will you take to find job opportunities from the list below:

- ☐ Network with people by reaching out to friends, acquaintances and communities
- ☐ Spend a lot of money on advertisements like flyers and posters
- ☐ Drive around looking for work
- ☐ Update your resume and online profile
- ☐ Regularly look for opportunities online
- ☐ Sign up with gig opportunity platforms



Discovery Time

How to find gig work



Fix Your Resume

Update your resume with your qualifications and skills.



Talk to People

Tell friends and work contacts what you can do. They might help you find work.



Find a Gig Platform

Look for websites that offer gigs like yours.



Use Your Skills in Different Ways

See if you can use your skills for different types of gigs. Keep checking.

Explore the digital lesson on platform and gig economy for activities and quizzes to test your knowledge level



Thinking Time

Pick a social media platform: Choose where to show your skills.

Make a plan: Decide how to talk about your skills.

For example: If you're good at fixing things, you could make a video about fixing problems or give tips for care and share them on YouTube or Instagram.



Check Your Understanding

What are some of the important steps in finding gig work? Note these down.

Did You Know

A study estimates that in 2020-21, **77 lakh (7.7 million)** workers were engaged in the gig economy. The gig workforce is expected to expand to **2.35 crore (23.5 million)** workers by 2029-30

✓ What I learnt today:

(10 mins)

Put a ✓ if you know this topic well.

1. I can define the terms platform economy and give examples. ☐
2. I can define the term gig economy and give examples. ☐
3. I can differentiate between traditional and gig economy jobs. ☐
4. I can identify different platforms and the jobs available on them. ☐
5. I can list what I need to do to find work based on my interest and skill sets to succeed in a gig economy. ☐

2.3 Self Employment Plan

In this lesson you will learn:

1. How to identify relevant self-employment opportunities

Let's learn how to identify relevant self-employment opportunities



Story Time

Mihir is confused about his options after completing his ITI training course in Cutting & Sewing. He doesn't want to apply for a job but wants to do something on his own.



Activity Time

In pairs, discuss with your classmate and list down self-employment ideas Mihir can pursue.

Here are two ideas to help you begin your discussion:

Freelance Tailoring Service: Mihir can set up a home-based service, taking orders directly from customers. With online platforms, he can also receive orders through social media or tailoring-specific apps.

Boutique Owner: Over time, after gaining experience, Mihir can open his own boutique, showcasing his unique designs and offering customization services.



Discovery Time

Starting Your Own Work: Learning from Mihir

1. What is Self-Employment?

- You work for yourself, not for a company.
- You choose when and how you work.
- You earn money directly from the work you do.

2. Good Things About Self-Employment:

- **Your Time:** You decide when you work.
- **Freedom:** You are your own boss.
- **Money:** What you earn is yours.

3. Difficult Things About Self-Employment:

- **Money can vary:** Some months you might earn more, some months less.
- **Staying Motivated:** You need to push yourself every day and keep learning to stay updated
- **Doing Everything:** You handle all parts of the work.

4. How to Start:

- **Learn:** Know about the work you want to do. Who else is doing it? What do people want?
- **Get Better:** Take small courses to learn more.
- **Talk to People:** They can give advice or become your customers.
- **Begin Slowly:** Try your idea on a small scale first.
- **Tell Everyone:** Use chats, local ads, and friends to spread the word.

5. Examples of Self-Employment:

- **Handyman:** Fixing things in homes or buildings.
- **Home Cook:** Making and selling food from home.
- **Personal Tutor:** Teaching subjects or skills you're good at.
- **Crafts Seller:** Making and selling crafts or art.
- **Local Guide:** Showing tourists around your town or city.

Explore online for self employment opportunities in your trade and discuss with your peers.



Thinking Time

- Mihir used his sewing skills to start. What can you do with your skills?
- How will you get ready to start your own work?



Check Your Understanding

List 5 ways to let clients know about your skills and services if you are a self-employed professional. Write your answers in your notebook.

Did You Know

In India, there were **333 million** self-employed people in 2021. That's a lot! **7.6%** more than 2020. From 2010 to 2021, the number of self-employed people grew by **8.1%**.

✓ What I learnt today:

(10 mins)

Put a ✓ if you know this topic well.

1. I am able to identify the benefits and challenges of self employment. ☐
2. I can find ways to self-employment opportunities to promote my skills. ☐

2.4 Migrating for Work

In this lesson you will learn:

1. What does migration for work mean?
2. What are some safety practices to follow while migrating for work?

You will also read success stories of people who migrated for work.

Let's learn about what migration for work means



Story Time

Manju studied in an ITI in Shravasti.

She then went to Ghaziabad, a bigger city. In Ghaziabad, she found more chances to learn and grow. Now she works for the government in the Technical Education Department of Uttar Pradesh.



Discovery Time

Migration for work means going to a different place to find a job.

People do this when they think they can find better opportunities and make more money in the new place. They leave their home because they believe they can do better somewhere else.



Activity Time

**What is your dream city to work in?
Why would you want to move there?
What could be the challenges?**

What is your trade? Which city or state in your country do you think has the best opportunities for you? Where can you earn a good salary and have chances for growth? Do some online research and find out.



Thinking Time

What do you think are some advantages and disadvantages of migrating to a bigger city?



Check Your Understanding

Define migration for work. List some reasons why people migrate.

Let's learn about some safety practices to follow while migrating for work



Story Time



Kalpana is excited about moving to Bangalore from Hubli for her new job.



Manjit is worried about moving to Dubai for work.



Activity Time

List down the things that Kalpana and Manjit would consider before deciding to migrate.



Discovery Time

Factors to think about before migrating

1. Cost of travel

How much money will you need to go to the new city?
Can you visit your home often?

2. Cost of living

How much will it cost to live there? Like rent, food, and other things you need daily.
How much will you be spending on water and electricity?

3. Finding a good job

Will you like the new job? Can you grow and learn more there?

4. Money you earn

Will you get more money there? Can you save money and help your family?

5. Leaving family and friends

If you move, you will be away from your family and friends.
Can you take care of yourself? Will your family be okay without you?

Here are some safety tips to remember before going to work in a new place



Learn About the Place

Find out about the culture, language, rules, and costs in the new place. Know where you'll stay, how you'll get food, and how to move around.



Confirm Your Job

Make sure you have the job confirmed before you move.



Get Ready

Organise your important papers and have extra copies. Have a bank account for emergencies and unexpected costs.



Stay Connected

Make new friends in the new place, like neighbours and co-workers, to get support.

For international migration:



Be super careful. Check if the people helping you can be trusted. Don't believe brokers or middlemen who promise jobs. Get everything in writing or printed.



Look for safety training programs before moving to another country.

Remember, safety first!

Approximately calculate the amount required to live in a new city. Do some online research to find out about rents, groceries, food etc.



Thinking Time

Can you create a step-by-step plan for migrating to a bigger city?



Check Your Understanding

What are the factors to think about before migrating? List these down in your notebook.

Did You Know

In 2001, there were about **314.5 million** people who moved from one place to another in India. Then, in 2011, this number became **453.6 million**, which means 139 million more people moved. On average, that's about **14 million** people moving every year.

Let's read some success stories of migrating for work

Story 1: Junaid's New Start

Junaid from Bhudki Village in Uttar Pradesh used to weave carpets. But he couldn't sell enough to support his family. At 50, he went to Oman for a job. He paid a lot for this chance but found a good job that paid him well.

When he came back to India, he joined groups like Free the Slaves and MSEMVS. They taught him about safe ways to work in other countries. Now, Junaid helps others in his village who want to work outside India.

Story 2: Najma's Big Change

Najma, a young woman from Bangladesh, wanted to work abroad like many in her area. She gave money to a broker who promised her a job in Qatar. But then she met people from a group called OKUP. They taught her the right way to find jobs in other countries.

She learned she had paid too much to the broker. So, she got her passport and visa herself. Now, Najma is in Saudi Arabia, working and earning money.

☒ What I learnt today:

(10 mins)

Put a ✓ if you know this topic well.

1. I can define migration. ☐
2. I can differentiate between the advantages and disadvantages of migrating for work. ☐
3. I can map out the processes to follow for migrating and ensure my personal safety. ☐

2.5 Using the Skill India Digital Platform as a Learning and Career Resource

In this lesson you will learn:

1. Learn what Skill India Digital does
2. Learn how to use the Skill India Digital website
3. Find out how it can help you get a good job

Let's learn how to use the Skill India Digital Platform



Story Time

Ravi's Success Story

Ravi lived in a town called Ajmer. He finished school and worked in a shop. He loved using computers and wanted a job with computers. But he did not know how to start.

One day, he saw an ad for Skill India Digital on his computer. He clicked it and saw many courses. These courses taught about computers and other jobs. Ravi decided to learn.



He started with a simple course about computers. The lessons were easy to understand. They had videos and questions. If Ravi had a problem, he could ask in the course chat.

After some time, Ravi's cousin in Jaipur heard about Ravi's learning. He offered Ravi a job to work with computers in his company. Ravi used what he learned from Skill India Digital in his new job.

Now, Ravi has a good job in Jaipur. He also tells his friends in Ajmer about Skill India Digital. He wants to help them learn and find good jobs too.



Activity Time

1. Team up with a few friends.
2. Pick a subject you like on Skill India Digital.
3. Look for:
 - Popular courses in your subject.
 - How long are they? Online or classroom?
 - Do you need to know anything before joining?
 - What jobs can you get after learning?
4. Talk with your friends about what you found.
5. Now on your own: List down three courses or skills that interest you.
6. Reflect:
 - Why did you choose those particular courses or skills?
 - How do you think they can help you in your career journey?



Discovery Time

Welcome to the world of Skill India Digital!

Here's what you need to know about this amazing platform

| | |
|-----------------------------------|---|
| 1. Easy and Everywhere | The platform is user-friendly, available on computers, tablets, and phones. It even supports multiple Indian languages. |
| 2. Quick and Secure Access | Register in a single step with OTP verification. Aadhar based e-KYC ensures only genuine users access services. |
| 3. Learning Hub | Find everything - courses, skill centers, job opportunities, eBooks, and more. You can learn at your pace, join live classes, and get smart course suggestions based on your interests. |
| 4. Your Digital Identity | Create a digital CV easily and share it with a QR code. |
| 5. Safety and Support | Your personal data is safe with strong security measures. If you have questions, ask the chatbot or use the platform's powerful search tool. |
| 6. Stay Connected | Receive important updates through WhatsApp, SMS, or email notifications. |

Visit Skill India Digital Platform: <https://www.skillindiadigital.gov.in/home>

Use the following guidelines to explore the platform

| | |
|---------------------------|--|
| 1. Schemes | Discover various initiatives and programs that support skill development. These can offer training, financial help, and more. |
| 2. Recommendations | Based on your profile and interests, the platform will suggest specific courses, jobs, or centers that might be right for you. Don't miss out on these! |
| 3. Skill Courses | This is the heart of the platform. Dive into a wide range of courses that can help you learn new skills or enhance what you already know. |
| 4. Job Exchange | Once you've gained some skills, this section will help you find job opportunities that match. It's like a bridge between your learning and your earning. |
| 5. Centres | Find physical training centers near you. Sometimes, hands-on training in a classroom can be beneficial. |

As you explore, remember that the platform is designed to be user-friendly and supports multiple languages. If you ever feel lost or have questions, don't hesitate to use the chatbot or the search tool. Happy exploring!

Identify one course or skill from the Skill India Digital Platform and start learning.



Thinking Time

1. How can you access Skill India Digital?

A Only on a computer

C Only in an offline center

B On computer, phone, and tablet

D Through a special device

2. How does the platform ensure that only real users access the services?

- A Through email verification C Aadhar based e-KYC
- B Using a secret password D By calling each user

3. What can you create and share using a QR code on the platform?

- A Your favorite songs C Your Digital CV
- B A list of your friends D Pictures from your phone

4. How does the platform suggest courses and jobs to you?

- A Randomly selects them C According to your likes and skills
- B Based on popular choices D Based on your age

5. If you have a question while using the platform, who can you ask?

- A A teacher in your school C Your best friend
- B The platform's chatbot D The shopkeeper

**Check Your Understanding**

- Write a short note: If a friend asks, "What is Skill India Digital and how can it help me?", what will you say?
- What problems do you think you might face when learning new skills, and how could the platform help you?

**What I learnt today:****(10 mins)**

Put a ✓ if you know this topic well.

- I understand what the Skill India Digital Platform is and its main purpose. ☐
- I can navigate the SIDP website and find the resources I need. ☐
- I can register on SIDP website and enrol in courses of my choice. ☐
- I can use SIDP in the future to help me learn and grow. ☐

2.6 Green Mindset I

In this lesson you will learn:

1. What is a green mindset?
2. Building a green mindset

Let's learn about green mindset



Story Time



Padma buys vegetables on her way home. She always carries a cloth bag with her.



Prakash always carries a water bottle with him that he can refill.



Sandhya separates paper and plastic from bio waste before throwing them away.



Discovery Time

A green mindset is about how you think and feel about taking care of the environment and using resources wisely. Having a green mindset means you make choices that help the Earth.

Some important words to remember

Eco-friendly

Doing things that don't hurt the environment. Like using cloth bags instead of plastic.

Sustainability

Using things in a way that they can last for a long time without causing harm.

Like using solar energy or recycling plastic.

Resources

All the materials that are available in our environment.

Example: Oil, water, metals, minerals, stone, sand, trees, animals, fishes etc.

Pollution

Pollution is when we put harmful things into nature, such as throwing away plastic or old phones.



Activity Time

Collect all the waste you create in a single day and try to identify all the ways you can reuse them. Share your notes with your classmates and see how they're different.

What are some products that can be manufactured from wastes?
Do some research online and find out.



Thinking Time

What are some common forms of pollution?
Note these down in your notebook.



Check Your Understanding

Can you define a green mindset? What are some terms to keep in mind when talking about a green mindset?

Let's learn how to build a green mindset



Story Time

Shekar drinks tea from a shop outside his office.

He takes 4 cups of tea everyday. After drinking he throws away the plastic cup on the road beside the tea shop.



Activity Time

What should Shekar do to make his habits more eco-friendly?



Discovery Time

Green Practice.

Any activity that you do to protect and take care of the environment and resources is called a green practice. Taking care of the environment by using less electricity or vehicles, re-using plastic and paper, and disposing waste properly; all of these are green practices.

How can we build a green mindset?

1. Pay attention to what you buy. Don't buy things you don't really need.
2. Use food, water and electricity carefully. Don't waste them.
3. Be careful about using things like plastic that can harm nature.
4. Collect and recycle plastic waste from your home.
5. Reuse things again. For example, use old clothes for cleaning or old newspapers for wrapping gifts.
6. Sharing things is good too, like donating books to a library so everyone can enjoy them.

Explore the digital lessons on protecting our environment to understand more about the green mindset.



Thinking Time

Measure your green mindset using the points below and rate yourself accordingly.

Compare your total with your classmates and see how much more you need to improve your green mindset.

Always – 5 points | Sometimes – 2.5 points | Never – 0 points

1. I switch off fans, lights etc when I leave a room both at work and at home.

☐ Always ☐ Sometimes ☐ Never

2. I always turn off the tap when I am brushing my teeth.

☐ Always ☐ Sometimes ☐ Never

3. I carry my own water bottle and do not buy plastic water bottles.

☐ Always ☐ Sometimes ☐ Never

4. I carry a cloth bag for shopping and do not take plastic or paper bags from shops.

☐ Always ☐ Sometimes ☐ Never

5. I try to travel by public transport as much as possible.

☐ Always ☐ Sometimes ☐ Never

6. I try to separate the different types of waste in my house before throwing them away.

☐ Always ☐ Sometimes ☐ Never

7. I carry my own lunch and try not to order food.

☐ Always ☐ Sometimes ☐ Never



Check Your Understanding

What are some steps you can take right away to develop your green mindset?

More than **400 million tons** of plastic are made every year all around the world. About half of that is used only one time. But only a small part, **less than 10%**, gets recycled.

Did You Know

☒ **What I learnt today:**

(10 mins)

Put a ✓ if you know this topic well.

1. I can define the term 'Green Mindset.'
2. I can recognise and follow green practices in my personal and professional life.

☐
☐

2.7 Green Mindset II

In this lesson you will learn:

1. How to differentiate workplace practices that fit/do not fit with green mindset
2. Green jobs

Let's learn **about green mindset**



Story Time



Company A

Company B



Activity Time

Help Reema choose which company she should work for based on their green mindset.



Discovery Time

A green workplace is where the company cares about its workers, the environment, and its success. Even small changes can make employees and the environment feel better.

Let us look at the differences between a workplace that has green practices and one that does not.

| Good practices | Not-so-good practices |
|---|---|
| ✓ Use less paper | ✗ Print a lot of paper |
| ✓ Use energy-saving lights | ✗ Use lights that make heat and use a lot of energy |
| ✓ Use solar panels along with electricity | ✗ Use lights that make heat and use a lot of energy |
| ✓ Turn off lights and fans when not needed | ✗ Keep lights on all the time |
| ✓ Separate and recycle waste | ✗ Don't separate and recycle waste |
| ✓ Use air conditioners only when necessary | ✗ Keep air conditioners on all the time |
| ✓ Use fewer disposable things in the canteen | ✗ Use a lot of single use cups and plates |
| ✓ Grow plants wherever possible | ✗ No plants inside or outside the office |
| ✓ Tell people to bring their own water bottles | ✗ Allow people to use plastic water bottles |
| ✓ Do events for the environment and donate things | ✗ Don't care about the environment or do events |
| ✓ Encourage use of public transport | ✗ Don't tell people about using buses or trains |
| ✓ Help clean the local area and spread awareness | ✗ Don't help the community or care about waste |
| ✓ Install compost bin | ✗ Don't have a plan for composting |
| ✓ Use safe cleaning materials | ✗ Use harsh chemicals for cleaning |

Think of two companies that you really want to work in. Do some online research to find out and compare these companies' green practices.





Thinking Time

How will you identify a workplace that does not follow green practices?



Check Your Understanding

Select True or False

1. Using a smart air conditioner that can regulate temperature efficiently in the office is NOT a green practice. ☐ True ☐ False
2. Ordering lunch that is delivered in plastic containers every day to the office is a green practice. ☐ True ☐ False
3. Keeping plastic bottles of water is NOT a green practice. ☐ True ☐ False
4. Using disposable plastics in the office canteen is a green practice. ☐ True ☐ False
5. Harsh chemical cleaners in the workplace are NOT a green practice. ☐ True ☐ False

Let's learn about green jobs



Story Time

Shyam works in a beauty salon.

The salon boss asked Shyam for green ideas to practise at the salon. Here are the things he needs to deal with:



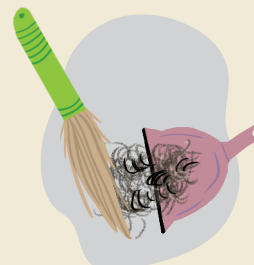
Paper cups used for tea and water



Plastic gloves thrown away after single use



Strong chemicals used for cleaning the floor



Disposing hair waste after haircuts



Activity Time

Help Shyam come up with some solutions for the issues. Compare ideas with your classmates.



Discovery Time

A green job helps the environment and is sustainable. It can be in any sector but you will need skills to reduce pollution and save resources.

Example:

Existing jobs can also be made “green” by teaching the employees about the green mindset and practices.

Many companies in different sectors are becoming environment friendly to save the Earth’s resources and to fight climate change.

Do some online research to find out which sectors and industries are “going green”.



Thinking Time

Imagine planning an event to teach others about green mindset and practices at your future workplace. What would you do?

Here are some ideas: Hang posters, Call an expert to conduct a workshop etc. Write these down in your notebook.



Check Your Understanding

What are green jobs? Write down what you have understood in your notebook.

Did You Know

The demand for green skills is high, but only **1 in 8** workers has one or more green skills around the world.



What I learnt today:

(10 mins)

Put a ✓ if you know this topic well.

1. I can identify jobs that are relevant to my trade and those that are outside my scope of training. ☐
2. I can find ways to self-employment opportunities to promote my skills. ☐

Engagement Activity I

Family Engagement

What is family engagement?

This is a time when you, your family, and your teachers meet and interact. It's a friendly talk to help everyone understand and support each other better.



Why do we do this?

- It helps to make the home feel more supportive of your learning journey.
- Your family gets to know about what you're studying and doing in the institute.
- It's like a team effort between you, your family, and your teachers.
- You can talk about job chances and your future plans together.

Good things about these talks:

- When your family knows more, they can guide you.
- You can speak more openly about your dreams and goals.
- Everyone is better prepared for any ups and downs in your job path.

MODULE 3 | IS

Internet Skills

67-88

3.1 Using Internet for Self

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3.2 Using Internet for Job Search

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3.3 Sending Email with Attachments

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3.4 Digital Skills for Alternate Career

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3.1 Using Internet for Self

In this lesson you will learn:

1. How to use the internet to search, sort and present information on a given topic
2. How to think about what you learned by yourself

Let's learn how to how to use the internet to find, sort & present information on a given topic



Story Time

Meet Anil, a young mechanic apprentice.

One day, his supervisor asked him about a specific tool. Anil wasn't sure, but he quickly used Google. Using a few keywords, he found the information. But there was so much information! So, Anil selected the most important points and then shared them with his supervisor in a clear way. His supervisor was happy and impressed.



Activity Time

Imagine you're Anil.

1. Think of a tool or task you don't know about in your job. Discuss with a friend how you'd search for it on Google.
2. Once you have your search results, how would you pick the best information?
3. How would you share this with someone, like Anil did with his supervisor?





Discovery Time

Using Google

Think of Google as an internet book.

Example: Just like you'd look up an index in a book, type in Google to find what you need.

Type words to find answers.

Example: Enter "how to fix a bike tire" or "bike tire repair steps".

Remember: Not all websites have correct information.

Example: A blog might have personal opinions while a bike shop's website might have expert advice.

Sorting information

Read Carefully: Go through the information.

Example: One website might say you need a patch kit, while another might say you need glue. Which one sounds right?

Highlight or Note: Mark the important parts or write them down.

Example: Note down "remove the tire, clean the area, apply the patch".

Group Similar Ideas: Put related points together.

Example: Group all steps related to "removing the tire" together.

Presenting information

Start Simple: Begin with a main idea or summary.

Example: "Fixing a bike tire is about finding the hole, patching it, and putting the tire back."

Use Examples: Real-life examples help.

Example: "Remember how Raj fixed his tire last week? Just like that."

Be Clear: Use simple words and maybe pictures.

Example: Use a diagram of a tire and mark where you might patch it.

Practice: Before telling others, go over the information.

Example: Explain to your friend first. If they get it, you're ready to tell more people

Try searching for a common problem in your trade related job on Google. Pick the best answers and make a short list. Think of how you would share this with your friends or colleagues.





Thinking Time

Select the right answer

1. Why use the right words in Google?

- | | |
|---|---|
| A It gives faster but unrelated answers | C It changes the color of the search page |
| B It helps find correct answers | D It makes the screen brighter |

2. Why sort information?

- | | |
|----------------------------------|--------------------------------------|
| A To choose the best information | C To use all the paper we have |
| B To make our notebook look nice | D To spend more time on the computer |

3. How to best share information?

- | | |
|--------------------------------------|------------------------------------|
| A Show only the main points, clearly | C Give them the computer to read |
| B Tell everything you read | D Talk only about the bad websites |



Check Your Understanding

Search, sort, and share information about a new technique/tool in your trade.

Let's learn how to reflect on your self-learning process



Story Time

Priya, another apprentice, saw Anil writing in a book after his successful presentation to the supervisor.

She asked, "What are you doing?" Anil said, "This is my Learning Book. I write what I learn and what I want to get better at." Priya realized that maybe she should start reflecting on her learning too.





Activity Time

If you had a Learning Book like Anil, what would you write in it today? Share with a friend. How would you keep track of things you want to get better at?



Discovery Time



Thinking About Learning

After you learn something, think about it. This helps you remember.

Ask: "What did I learn? Was it easy or hard? How can I do better?"



Learning Book

A place to write what you learn. It can be any notebook or a google doc file or a word file in your computer. Write a little bit every day.

Look online for ways people track their learning. Find one method or tool that you think might work for you.



Thinking Time

Select the right answer

1. Why is it good to think about what you learn?

A It's a good pastime

C It improves handwriting

B It helps remember and understand better

D To show friends

2. What can a Learning Book help with?

A Seeing how much you've learned

C Making drawings

B Filling up empty pages

D Using as a pillow



Check Your Understanding

Write about a skill you learned recently. How did you learn it?
How can you get better?

From the year 2000 to 2023, the usage of the internet increased by **1355%**.

Did You Know

☒ *What I learnt today:*

(10 mins)

Put a ✓ if you know this topic well.

1. I can collect, sort and share information on any given topic from the internet.
2. I can track my learning progress, and identify my strengths and weaknesses.

☐☐

3.2 Using Internet for Job Search

In this lesson you will learn:

1. How to use the internet to explore job portals to identify and apply for jobs

Let's learn about using internet to explore job portals



Story Time

Meet Ravi, a recent graduate from an industrial training institute.

His friend, Sunita, got a job by applying online. Ravi is curious but doesn't know where to start. Sunita offers to show him how to find job portals and search for jobs that fit his skills.



Activity Time

Imagine you're Ravi.

1. What type of job are you looking for? Discuss with a friend.
2. Think of words or terms you'd use to search for this job on the internet.



Discovery Time

1. What is a Job Portal?

A job portal is a website where companies post jobs, and people can search and apply for these jobs. Some famous job portals in India are:

- Naukri.com
- Freshersworld.com
- ncs.gov.in
- Indeed.co.in
- TimesJobs.com
- LinkedIn.com
- Shine.com
- Apna.co

2. Searching on a Job Portals

To find a job, type in the job you're looking for in the 'search' box.

Example: If you trained as a plumber, you might type "Plumber jobs" or "Plumbing positions".

You can also add the city or area you want to work in.

Example: If you want to work in Mumbai, you can type "Plumber jobs in Mumbai".

Look at the list of jobs. Click on the ones you like to see more details.

Example: You see a job that says "Plumber needed for a large housing complex". Click on it to see what they need - maybe they want someone with experience or special tools.

Check if you have the skills they want.

Example: The job might say "Needs to know pipe repair and leak fixing". Think about your training and if you learned those skills.

1. Go online and visit each of the job portals listed above.
2. On each portal, search for a job related to your training or skills.
3. Make a list of five jobs that interest you across these portals.
4. For each job:
 - Note down the company name.
 - List the skills or qualifications they require.
 - Write down any skills you think you need to learn or improve to be a better fit for the job.





Thinking Time

1. What is the main purpose of a job portal?

A To play online games

C To buy and sell products

B For companies to post jobs and for people to find and apply for these jobs

D To read the news

2. Which of these is NOT a job portal in India?

A Amazon.in

C Shine.com

B Naukri.com

D TimesJobs.com

3. If you are trained as an electrician and want a job in Delhi, what should you type in the search box of a job portal?

A "Electrician movies"

C "Electrician songs"

B "Electrician jobs in Delhi"

D "Delhi tour"

4. After finding a job post that interests you, what should you do next?

A Ignore it

C Click on it to see more details

B Print it

D Delete it

5. Before applying for a job, what should you check?

A The color of the website

C If you have the skills and experience they are looking for

B If the company sells ice creams

D The website's background music



Check Your Understanding

Write a few sentences about how you would search for a job online. What steps would you take on a job portal? Include details like which portal you'd use, the type of job, and how you'd make sure you're a good fit for the job.

Let's learn about applying for jobs on portals



Story Time

Ravi found a few jobs that he liked. But now, he's unsure about the next steps.

Sunita guides him on how to create a profile and apply for the job, making sure he understands the importance of giving correct information.



Activity Time

1. Think about what details you might need to apply for a job online. Discuss with a friend.
2. If you had to write a short message or 'cover letter' to a company, what would you write?



Discovery Time

1. Creating a profile

- **Most job portals ask you to create a profile.**

Example: Imagine Raj, who trained as a welder. When he goes to a job portal, he signs up and fills in his name as "Raj Kumar", his phone number, and writes that he completed a welding course at "XYZ Institute".

- **Always be truthful.**

Example: Raj has worked on two small welding projects. He doesn't exaggerate and say he did ten. He simply mentions the two projects he actually worked on.

2. Applying for a job

- **Once your profile is ready, you can apply.**

Example: Raj sees a job post that says “Welder needed for construction company”. There’s a big button below the post that says ‘Apply Now’. He clicks it.

- **You might also need to send a message or ‘cover letter’.**

Example: A box pops up asking Raj to send a message to the company. Raj writes, “Hello, I’m Raj Kumar. I trained as a welder at XYZ Institute and have worked on two projects. I’m hardworking and eager to join your team.”

Try creating a mock profile on one of the job portals listed above.
Write a short ‘cover letter’ for one of the jobs you noted down earlier.



Thinking Time

1. Why do most job portals ask you to create a profile?

A To play online games

C To sell you products

B To get your contact and work details

D To send you music

2. What should you always remember when creating your profile on a job portal?

A To exaggerate your skills

C To always be truthful

B To use a fake name

D To skip most sections

3. When your profile is ready and you see a job you like, what should you do next?

A Ignore it

C Click the ‘Apply’ button or similar option

B Comment on it

D Delete your profile

4. What is a ‘cover letter’ on a job portal?

A A song you sing for the employer

C A short note about yourself and why you want the job

B A gift you send to the company

D A picture of your family

5. If Sita is applying for a job as a chef and she trained at the “ABC Culinary School”, what might she mention in her profile or cover letter?

A Her love for music

C Her experience in mountain climbing

B Her training at “ABC Culinary School”

D Her pet’s name



Check Your Understanding

Imagine you’re applying for a job you really want. Write a short ‘cover letter’ explaining who you are, what you’ve learned, and why you’re a good fit for the job.

77% of recruiters depend on LinkedIn to find potential employees.

Did You Know

☒ What I learnt today:

(10 mins)

Put a ✓ if you know this topic well.

1. I can explore key job portals, identify and apply for potential jobs.

☐

3.3 Sending Email with Attachments

In this lesson you will learn:

1. How to apply for jobs by attaching relevant documents via email

Let's learn about sending email with attachments



Story Time

Rahul, a freshly trained electrician, hears about a job opening from his friend Pooja.

She suggests he email his resume and certificates to the company. Rahul realizes he doesn't know how to send documents through email. Pooja offers to help him.



Activity Time

1. **Imagine you're Rahul.** List down the documents you think the company might want to see.
2. **Discuss with a friend:** How would you make sure these documents are ready and look professional?



Discovery Time

1. Documents Needed:

1. **Resume:** A paper that tells about your skills, training, and past jobs.
2. **Certificates:** Papers that show your training or any courses you did.
3. **ID Proof:** Like Aadhar card or Voter ID.

2. Making Documents Ready:

1. **Scan:** If your document is a paper, you need to scan it to make a digital copy.
2. **Save:** Save the scanned documents in a place on your computer or phone where you can find them easily.
3. **Format:** It's good to save documents as PDFs because most companies can open and read them easily.

1. If you have any documents or certificates, try scanning one with your phone or a scanner.
2. Save it on your device. Check how it looks. Make sure it's clear and easy to read.



Thinking Time

1. Why is a resume important when applying for a job?

- | | |
|--|--|
| <p>A To show your drawing skills</p> | <p>C To talk about your favorite movies</p> |
| <p>B To tell the company about your skills and experience</p> | <p>D To show how many friends you have</p> |

2. In what format is it best to save your documents when sending to companies?

A As a movie

C As a PDF

B As a song

D As a game



Check Your Understanding

Tell your friend about how you would prepare your documents before sending them to a company. What steps would you take to make sure they look professional and are easy to send?



Story Time

After getting his documents ready, Rahul is now faced with the task of writing a professional email. Pooja gives him tips on how to write a clear email and how to attach his documents.



Activity Time

If you were Rahul, how would you start your email to the company?



Discovery Time

1. Writing a professional email

1. Subject

Always have a clear subject. Example: "Application for Electrician Position - Rahul Sharma".

2. Greeting

Start with a simple "Hello" or "Dear [Company Name/Person's Name]".

3. Body

Introduce yourself. Say what job you're applying for. Tell them you have attached your documents.

4. Closing

End with "Thank you" or "Regards" and then your name.

2. Attaching documents

On most email apps, there's a clip or paper icon. Clicking this lets you attach documents.

Choose your documents from where you saved them. Make sure you attach all needed documents.

Search for sample professional emails for your jobs in your trade. Look at the words and phrases they use. Note down some simple ones that you can use.



Thinking Time

1. Why is the email subject important?

A To sing a song

C To tell the company what the email is about

B To play a game

D To show photos

2. How do you attach documents to an email?

A Draw them on the screen

C Click on a clip or paper icon and choose the documents

B Sing about them

D Talk about them in the email

**Check Your Understanding**

1. Try writing a mock email on your device. Use an imaginary company and job related to your trade.
2. Practise attaching a document (it can be any file or photo for practice) to your email.
3. Send it to your friend to see how it looks to a reader.

The first email was sent in **1971**.
You can unsend an email within **30 seconds** of sending it.

Did You Know☒ **What I learnt today:****(5 mins)**

Put a ✓ if you know this topic well.

1. I can attach relevant documents in a job application email.

☐

3.4 Digital Skills for Alternate Career

In this lesson you will learn:

1. About websites like Instagram, WhatsApp, Facebook, and LinkedIn
2. How these websites are not just for fun
3. How these websites can help you find jobs

Let's learn how to use social media tools to build a career



Story Time

Raj is a talented carpenter.

Aisha tells him, "Raj, show your work on Instagram, YouTube, and use WhatsApp for Business to talk to customers. It'll help your career!"



Activity Time

1. **Talk with a friend:** Who do you know who got a job or business through social media? What do they do?
2. **Think:** How can Instagram, YouTube, and WhatsApp help in jobs?



Discovery Time

Jobs through social media: why it works

| | |
|----------------------------|--|
| 1. Show Your Skills | Post photos/videos of your work on Instagram and YouTube. Why? People see your talent. |
| 2. Network | Connect with professionals on LinkedIn. Why? They might offer jobs or connect you with others who can offer you jobs. |
| 3. Customer Queries | Use WhatsApp for Business to talk to customers. Why? Direct, fast communication builds trust. |

Look at 3 YouTube videos of professionals showing their work. Note down what you like about the best video. This helps you know how to present yourself.



Thinking Time

1. Why might a business use WhatsApp for Business?

A For chatting with friends

C To watch videos

B To quickly answer customer questions

D For fun

2. How can showing your work on YouTube help?

A Gets more likes

C To chat with friends

B People can see and appreciate your skills

D Just for fun



Check Your Understanding

You are good at fixing machines. How would you use Instagram, YouTube, and WhatsApp for Business to grow your work?

Let's learn about tips to shine on social media



Story Time

Raj starts making short YouTube videos of his carpentry projects and shares photos on Instagram. He uses WhatsApp for Business for orders. Many start noticing his work!



Activity Time

1. In groups, discuss: What should you do to look good on YouTube, Instagram, or WhatsApp for Business?
2. Share with everyone.



Discovery Time

Tips to stand out and why they are important

| | |
|--------------------------|--|
| 1. YouTube | <ul style="list-style-type: none"> • Use Clear Videos: Show your work step-by-step. Why? People understand better. • Engage: Reply to comments. Why? Viewers feel connected. |
| 2. Instagram | <ul style="list-style-type: none"> • Good Photos: Use bright light, show details. Why? People see your skill clearly. • Use Stories: Share daily updates. Why? Keeps followers engaged. |
| 3. Whatsapp for Business | <ul style="list-style-type: none"> • Quick Replies: Set up auto-responses. Why? Customers don't have to wait long. • Professional Photo: Use a clear photo of your work or logo. Why? It makes you look serious and trustworthy. |

On WhatsApp for Business, set up a quick reply for a common question. Share the question and your reply. This prepares you for common customer interactions.



Thinking Time

1. Why should you reply to comments on YouTube?

A To get more videos

C To use the internet

B So viewers feel connected

D To get more friends

2. On Instagram, why use good photos?

A To fill up the phone

C To use filters

B So people see your work clearly

D For fun

More than **320 crore** photos and **720,000 hours** of video are shared per day across all social media platforms.

Did You Know

☒ ***What I learnt today:***

(5 mins)

Write:

1. Three things you learned.
2. Any questions you have.
3. One website you want to learn more about.

☐
☐
☐

Engagement Activity II

Alumni Engagement

What is alumni engagement?

Alumni engagement is an activity where students who finished their studies from our institute come to talk to us. These students, called alumni, have worked in real jobs and can tell you a lot about it.



Why do we do this?

- Alumni share stories of their jobs.
- They can be like big brothers or sisters, guiding and helping you.
- They give advice on talking to bosses and even your own family.
- They help you figure out what job you might like.

Good things about these talks:

- They can guide you for a long time, even after you start working.
- Some of them can tell you about job openings or introduce you to company people.
- They share what's good and what's tough in their jobs.
- You get a real idea of what to expect when you start working.

MODULE 4 | PS

Professional Skills 91-134

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4.1 People Skills I

People Skills in the Workplace

In this lesson you will learn:

1. What people skills are required in a workplace
2. To demonstrate people skills in various workplace scenarios

Let's learn what people skills are required in a workplace



Story Time

Raj joins a local manufacturing unit.

His supervisor, Aisha, always pays attention when someone speaks and helps the team work well together. Raj thinks, "Being like Aisha will make me a good team member."



Activity Time

1. **Discuss with a friend:** Recall a time when someone at work or in your community was very understanding or helpful. What did they do?
2. **Think:** What makes someone easy to work with?



Discovery Time

Ways to work well with people

| | |
|-------------------------|--|
| Listening | Truly hearing what others say. Example: When Raj was worried about a task, Aisha listened to his concerns without interrupting. This made Raj feel understood. |
| Leading by Doing | Setting an example with your own work. Example: Aisha always finishes her tasks on time. Seeing this, Raj also started finishing his work without delays. |
| Being Kind | Trying to understand how others might feel. Example: When a team member was feeling down, Aisha took them to her office, spoke to them and tried to see how she can help them. She showed kindness. |
| Encouraging | Supporting others when they try. Example: Even when Raj made a small mistake, Aisha praised his effort and encouraged him to try again. |
| Owning Up | Accepting if you make an error. Example: Once, Aisha made an error in the work schedule. She immediately accepted it and apologized to the team. |
| Staying Calm | Not getting angry when things go wrong. Example: When a machine was not working properly, instead of getting angry, Aisha calmly analysed the situation and guided the team on what to do next. |

In groups of four, think of a situation at work or in your community where there was a problem. Discuss with a friend how using one of the “Ways to Work Well” could have made the situation better. Share your thoughts with the group.





Thinking Time

1. Why is it helpful to truly listen to a coworker?

A It passes the time

C It gives you less work

B It helps solve problems

D It's a way to rest

2. When there's a mistake at work, what's a good way to handle it?

A Blame someone

C Discuss and find a way to fix it

B Hide it

D Wait for someone else to solve it



Check Your Understanding

You're in a team, and there's a delay in completing a task. Some are worried they will be blamed. How would you use the ways you learned to handle this situation?

Focusing on **30%** of our time in talking and **70%** in listening, gives everyone a fair chance to express themselves.

Did You Know

Let's learn how to practise good ways at work



Story Time

A machine breaks down at the unit.

Instead of playing the blame game, Raj remembers Aisha's ways. He calmly gets the team together, listens to everyone's input, and they together find a solution.





Activity Time

In pairs, roleplay:

One person acts as a team leader, the other as a team member.
Choose from one of the problems below:

1. **Lost Tool:** One worker can't find a tool. Together, they think about where it might be.
2. **Wrong Material:** A worker uses the wrong thing for a job. They talk about how to avoid this next time.
3. **Safety Worry:** A worker feels a machine isn't safe. They tell the team leader, and they fix the issue.
4. **Late Work:** A worker is taking longer to finish a job. They chat about how to speed up.
5. **Unclear Task:** A worker doesn't understand a job. The team leader explains it simply.
6. **Need More Training:** A worker isn't sure how to do a job. They ask for some training or help.



Discovery Time

Acting right in work situations

When People Argue

As a Leader: Two team members argue about a task. You bring them together to talk and find a middle way.

As a Coworker: Your friends are upset with each other. You listen to both sides and suggest they talk calmly.

Team is Feeling Low

As a Leader: Your team is upset because a project failed. You remind them of past wins and motivate them for the next one.

As a Coworker: A friend feels down about making a mistake. You share a time when you made an error but learned from it.

A Mistake Happens

As a Leader: A team member makes a mistake. Instead of blaming, you ask, "What can we learn from this?"

As a Coworker: A friend makes a mistake in a task. You help them fix it and say, "Everyone makes mistakes."

Work is Done Well

As a Leader: The team finishes a project well. You thank everyone and celebrate the success.

As a Coworker: A friend does a good job. You smile and say, "You did great today!"

With a friend, make a list of good things you see people do at work or school.

Output: Share your list with the class.





Thinking Time

1. After a job is done well, what should a good team member do?

A Take all the credit

C Ask for a day off

B Thank the team

D Start a new job without any break

2. A coworker often forgets a crucial step in a task. What's a good way to help?

A Make fun of them

C Kindly remind and show them again

B Ignore the mistake

D Complain to the boss



Check Your Understanding

Imagine you are working with a new team. What skills will you use to make sure you are a good and valuable team member.



What I learnt today:

(10 mins)

Put a ✓ if you know this topic well.

1. I am able to analyse real-life situations and choose behaviours and practices that align with healthy collaboration.
2. I am able to use people skills in different workplace scenarios.

☐
☐

4.2 People Skills II

Working Well Together & Team Player Roles

In this lesson you will learn:

1. To analyse real-life situations for choosing behaviours and practices that help in working well together
2. To define team player roles

Let's learn to analyse real-life situations that help in working well together



Story Time



Story 1: At a construction site, two workers, Raj and Ravi, disagree on how to lay bricks. Instead of arguing, they ask their supervisor for advice and find a solution.



Story 2: In a car repair shop, Amit notices his colleague, Vinay, struggling with a repair. Instead of criticizing him, Amit offers to help and shows Vinay a technique that makes the task easier.



Story 3: Priya and Neha are working together on a sewing project. Priya believes her method is faster, while Neha thinks her way is more accurate. They don't talk to each other and decide to work separately, resulting in a delayed project.



Activity Time

1. In groups, discuss the stories:

- Which situations showed good teamwork?
- Which didn't?

2. For the stories that didn't show good teamwork, discuss: How could the situation be handled better?



Discovery Time

Working well together means

| | |
|-------------------------|---|
| Talking | Sharing ideas and listening. |
| Understanding | Seeing another's point of view. |
| Solving Problems | Finding solutions together. |
| Helping | Offering to help when someone needs it. |

Using a mobile phone or computer, search online for a short video or article about "teamwork." Watch or read it. Share one key point or lesson you learned from the video or article with your group.



Thinking Time

Why is it good to think about what you learn?

A Let them argue

C Talk about both ideas and find a solution

B Choose one idea without discussion

D Ask someone else to decide

Let's learn about team player roles

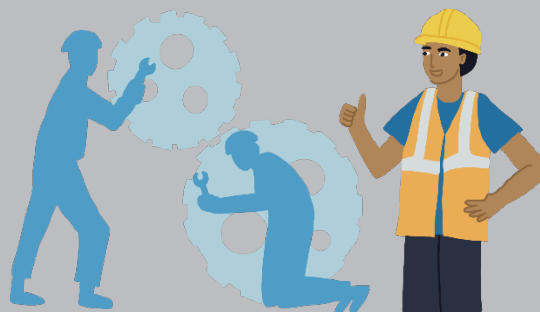


Story Time

In the same factory, Raj observes different team members:



Priya: Always suggesting new ways to do things, like a faster way to package products.



Amit: Making sure everyone stays on job, ensuring that all machines are running on time.



Neha: Helping out when a new worker doesn't know how to use a tool.



Karan: Two teams in the packaging area were arguing. Karan listened and found a way to make both teams agree.



Deepak: Before the factory's big yearly count, Deepak made a list of tasks. Because of her list, everything went well and everyone knew what to do.



Activity Time

Discuss with friends:

1. Talk about people you know in teams. What role do they often play?
2. Think and share: What role do you usually play in a team?



Discovery Time

Team player roles

| | |
|---------------------------|--|
| 1. The Idea Person | Brings new ideas (like Priya) |
| 2. The Doer | Gets tasks done (like Amit) |
| 4. The Helper | Supports team members (like Neha) |
| 5. The Peacekeeper | Resolves disagreements (like Karan) |
| 5. The Planner | Makes plans for the team (like Deepak) |



Thinking Time

1. Who in a team would be best to lead a new project?

A The Helper

C The Peacekeeper

B The Idea Person

D The Doer



Check Your Understanding

Answer each question by choosing the option that best describes you. At the end, tally your scores to find out your main team player role.

1. When faced with a team challenge, I...

A Think of new ways to tackle it

D Make sure everyone's views are considered

B Dive right in to start working on it

E Organise a plan for the team to follow

C Check if everyone is okay and understands the task

2. During team meetings, I often...

A Suggest new ideas

D Help if people disagree

B Focus on the tasks to be done

E Keep track of tasks and timings

C Ensure everyone gets a chance to speak

3. My friends say I am...

A Full of ideas

D Good at solving arguments

B Always busy with tasks

E Organized

C Kind and helpful

4. When a team project succeeds, I feel...

A Excited about new possibilities

D Glad people got along

B Satisfied with my tasks

E Pleased the plan worked

C Happy for everyone

5. If people disagree in the team, I...

A Suggest a new way

D Try to solve the argument

B Continue with my tasks

E Check the plan

C Make sure everyone's okay

Scoring Criteria:

- For each (A) answer, give yourself 1 point for The Idea Person.
- For each (B) answer, give yourself 1 point for The Doer.
- For each (C) answer, give yourself 1 point for The Helper.
- For each (D) answer, give yourself 1 point for The Peacekeeper.
- For each (E) answer, give yourself 1 point for The Planner.

Results:

Tally your points for each role. The role with the highest score is your main team player role. If you score equally in two or more roles, it means you play multiple roles in a team.

97% of employees believe that lack of teamwork leads to a poor project result.

Did You Know

☒ ***What I learnt today:***

(10 mins)

Put a ✓ if you know this topic well.

1. I can analyse real-life situations and choose behaviours and practices that help constructive collaboration. ☐
2. I can name different team player personas and identify my persona. ☐
3. I can list the positive aspects of myself. ☐

4.3 Personality Skills I

Understanding & Using Self-Management Skills at Work

In this lesson you will learn:

1. Self-management skills, such as Commitment, Reliability, Adaptability and Flexibility, honesty and integrity

Let's learn what self-management skills are required in a workplace



Story Time

Ravi starts a new job at a factory.
On his first day, he notices different coworkers:



Mohan: Always arrives early and finishes his tasks.



Priya: When a machine stops working, she quickly learns another way to do her work.



Azim: Tells his boss when he makes a mistake.



Joyce: People trust her to always do her job well.



Activity Time

Talk with your friends:

1. Which good quality is each person showing?
2. Why do you think these are important at work?



Discovery Time

Good work skills

1. Commitment

Like Mohan, always doing your job and trying your best.

2. Adaptability & Flexibility

Like Priya, changing and learning when needed.

3. Honesty & Integrity

Like Azim, telling the truth.

4. Reliability

Like Joyce, being someone others trust.

Use a phone to search online: "Why are good work skills important?"

Output: Find one reason and share it with the class.



Thinking Time

1. Trying your best at work

A Commitment

C Honesty

B Adaptability

D Reliability

2. Learning new things quickly

A Reliability

C Commitment

B Honesty

D Adaptability

3. Telling the truth even when you make a mistake

A Reliability

C Adaptability

B Honesty

D Commitment

4. Being trusted to finish your work

A Adaptability

C Reliability

B Honesty

D Commitment

5. Being truthful in what you say and do

A Honesty

C Adaptability

B Commitment

D Reliability

**Check Your Understanding**

**Do you use self management skills in your daily life?
How does it help?**

According to a 2022 survey, 'Ability to adapt' was ranked as the second most important skill employers look for in candidates, right after problem solving skills.

Did You Know

Let's learn to use self-management skills in work situations



Story Time

Ravi faces challenges at work:

A machine he uses stops working.



He orders too much of a product by mistake.



How work is done changes suddenly.



His team needs him for an important task.



Activity Time

Talk with your friends:

1. What should Ravi do in each situation using his good work skills?
2. What would you do if you were Ravi?



Discovery Time

Using good work skills

1. In Tough Times, Think About the Best Skill to Use

Every problem at work can be a chance to use a good skill. For example, if a task changes, being adaptable helps you adjust. If you make a mistake, being honest and saying sorry can make things better.

2. Mistakes Happen, But How We Fix Them Matters

We all make mistakes. What's important is how we fix them. Saying sorry and finding a solution is good. This shows you care about your work and the people around you.

3. Always Be Trustworthy, Ready for Change, Truthful, and Give Your Best

Being trustworthy means people can depend on you. Being ready for change means you can handle new things. Being truthful means people can believe you. Giving your best means you try hard and finish your work.

Search online: "Stories of people using good work skills."

Output: Share one story you found with the class. Talk about what you learned from it.



Thinking Time

1. Ravi's machine stops. What should he do?

A Leave it

C Learn another way to work

B Blame someone else

D Do nothing

2. Ravi orders too many products by mistake. What should he do?

A Hide it

C Blame someone else

B Tell his boss

D Sell it secretly

3. Work changes suddenly. What should Ravi do?

A Say no to the change

C Learn the new way quickly

B Complain

D Not come to work

4. The team needs Ravi for a task. What should he do?

A Take many breaks

C Finish the task well

B Do only some work

D Let a friend do it

5. Ravi finds money on the floor. What should he do?

A Keep it

C Give it to the office lost and found

B Buy something

D Ask friends if it's theirs

**Check Your Understanding**

Imagine yourself working in a team. Will you be able to identify self management skills of your team members? How?

☑ What I learnt today:**(10 mins)**

Put a ✓ if you know this topic well.

1. I can list down the self management skills required in a workplace.

☐

2. I can demonstrate self management skills in various workplace scenarios.

☐

4.4 Personality Skills II

Learning More About Self-Management Skills – Good Work Habits

In this lesson you will learn:

1. To understand more about good work habits
2. To use Good Work Habits in Different Situations at workplace

Let's learn about understanding good work habits



Story Time

At the factory, Ravi notices different coworkers:

Anita: Even when it's noisy and work is hard, she stays calm.



Vikas: Always looks happy and ready to work, every day.



Priyanka: If something goes wrong, she tries again, thinking she can do better next time.



Suresh: Finds a faster way to pack items and tells his team.



Charity: Follows the factory rules and joins in the factory's special celebrations.





Activity Time

Talk with your friends:

1. Which good habit is each person showing?
2. Why are these habits helpful at work?



Discovery Time

Good work habits

| | |
|-------------------------------|---|
| 1. Staying Calm | Like Anita, not getting upset when work is hard. |
| 2. Being Ready to Work | Like Vikas, being happy and eager to do work. |
| 4. Trying Again | Like Priyanka, not giving up when something is hard. |
| 5. Sharing New Ideas | Like Suresh, telling others if you have a better way to do something. |
| 5. Following Rules | Like Charity, doing things the way the factory likes. |

Use a phone to search online: "Benefits of good habits at work."

Output: Find one benefit and share it with the class.



Thinking Time

1. Staying calm when there's a lot to do

A Being ready to work

C Staying calm

B Trying again

D Sharing new ideas

2. Always happy to start work

A Being ready to work

C Sharing new ideas

B Following rules

D Staying calm

3. Not giving up when something goes wrong

A Trying again

C Sharing new ideas

B Being ready to work

D Staying calm

4. Telling the team if they find a better way to work

A Sharing new ideas

C Staying calm

B Trying again

D Being ready to work

5. Doing things the way the factory likes

A Sharing new ideas

C Trying again

B Following rules

D Being ready to work

**Check Your Understanding****Can you name some good work habits you use in daily life?**

The **'Two minute rule'** suggests that if a task can be completed within two minutes or less, it should be done immediately.

Did You Know

Let's learn to use good work habits in different situations



Story Time

Ravi faces new situations at work:

- It gets very busy before a festival.
- Some days, there's not much to do.
- A machine Ravi hasn't used before stops working.
- Ravi thinks of a better way to store products.
- The factory celebrates a festival in a special way Ravi doesn't know about.



Activity Time

Talk with your friends:

1. What should Ravi do in each situation using his good work habits?
2. What would you do if you were Ravi?



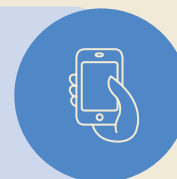
Discovery Time

Using good work habits

| | |
|---|---|
| 1. In Busy Times, Stay Calm | When there's lots to do, being calm helps you think clearly. |
| 2. Always Find Something to Do | On quiet days, look for something to learn or a small task to do. |
| 4. If Something Goes Wrong, Try Again | Believe you can do better next time. Don't give up. |
| 5. Share Your Ideas | If you have a better way to do something, tell your team. |
| 5. Do Things the Way the Factory Likes | Like Deepa, doing things the way the factory likes. |

Search online: “Real stories of people with good habits at work.”

Output: Share one simple story you find with the class. Talk about what you learned from it.



Thinking Time

1. You are very busy before a festival at work. What should you do?

A Get upset

C Stay calm and do your best

B Ignore the work

D Leave early

2. On a day when there's not much work, you should:

A Do nothing

C Look for something to learn or a small task

B Complain about being free

D Leave the workplace

3. A new machine you haven't used before stops working. What should you do?

A Ignore it

C Blame someone else

B Try again and believe you can fix it

D Hide the machine

4. You think of a better way to store products at work. You should:

A Keep it a secret

C Share the idea with your team

B Tell your friends outside the workplace

D Forget about it

5. Your workplace celebrates in a special way you don't know. What should you do?

A Stay away from the celebration

C Tell everyone you don't like it

B Learn and join in the special celebration

D Leave it



Check Your Understanding

Your team has been asked to organise a festival celebration at your workplace. You have some ideas on how to do. What are some good work habits you will use to share your idea?



What I learnt today:

(10 mins)

Put a ✓ if you know this topic well.

1. I can list down good work habits.
2. I am able to analyse real-life situations and choose how to use good workplace habits.

☐
☐

4.5 Thinking Skills I

Making Choices and Thinking of New Ways at Work

In this lesson you will learn:

1. To think of new ways to work effectively
2. To make choices using thinking skills at work

Let's learn about thinking of new ways to work effectively



Story Time

In a factory, there's a machine that packs things slowly.

Workers wait for a long time. Ravi, a worker, has an idea:
"Can we pack things faster without buying a new machine?"
He thinks of many ways.



Activity Time

Talk with your friends

1. What ideas can you think of to pack faster?
2. Which idea do you think is the best?



Discovery Time

Thinking of new ways

Every day, we face challenges at work. Sometimes, the usual way might not be the best. That's when we need new ideas. Like Ravi, who thought of faster ways to pack.

1. Think of Many Ways

If something isn't working well, think of other ways. Like if packing is slow, can we:

- Change how we pack?
- Fix the machine?
- Arrange things better?

The idea is to let your mind think freely.

2. New Ideas Help

New ideas can make work faster or easier. Like finding a faster way to pack.

Tips to think of new ideas

1. Think in New Ways

Ask: "How else can we do this?"

2. Ask Questions

Ask yourself, "Can we do this a different way?"

3. Talk About Your Ideas

Share your ideas with others. It's okay if they're not perfect.
Talking can help make them better.

Search online: "How can factories pack things faster?"

Output: Share a simple method or way you find with the class.



Thinking Time

1. Thinking of many ideas means:

A Fixing machines

C Thinking of different ways

B Doing the same thing

D Packing things

2. New ideas help to:

A Make work slower

C Make things hard

B Fix problems

D Break machines

3. Ravi had many ideas because:

A He liked the old machine

C He wanted to pack faster

B He liked waiting

D He talked a lot

4. To come up with new ideas, you should:

A Keep them secret

C Do the same thing

B Think of different ways

D Wait for others

5. Asking "Can we do this a different way?" helps you:

A Wait for others

C Do the same thing

B Think of new ways

D Take a break



Check Your Understanding

(10 mins)

You want to manage your time better.
How will you think of new ideas?

70% of employers think that using thinking skills is the most important skill for professional growth.

Did You Know

Let's learn about making choices



Story Time

(10 mins)

The factory is thinking of using a new material for products. Some workers say it's good because it's cheap. Others think it might not be strong. They talk to decide what's best.





Activity Time

Talk with your friends:

1. One group likes the new material. Why?
2. Another group worries about the new material. Why?
3. Share what your group thinks with the class.



Discovery Time

Making Choices

When we have choices at work, it's important to make good ones. These choices can change our work.

1. Look Before Choosing

Look at all the details. Like, is the new material strong? Will it last? Is it safe? It's like buying a shirt. We check if it fits and if we like the color.

2. Think, Then Choose

After looking, take time to think. Then decide. For the story, should the factory use the new material?

Tips for making choices



Hear Others

Everyone has different ideas. Listen to them.



Ask Things

If you don't know, ask.



Think, Then Talk

Think about what you want to say. Then speak.

Search online: "What materials do factories use"

Output: Share something new you learn with the class.





Thinking Time

1. Making a good choice means:

A Deciding quickly

C Looking closely, then deciding

B Not looking

D Talking a lot

2. After thinking, you should:

A Forget everything

C Do it quickly

B Choose what to do

D Ignore others

3. In a group talk, it's good to:

A Speak very loudly

C Not ask anything

B Listen to others

D Talk, not listen

4. When making choices, you:

A Decide without thinking

C Think, then decide

B Ignore everyone

D Use old ways

5. Before talking in a group, it's good to:

A Not listen

C Speak very fast

B Think, then speak

D Talk about only your ideas



Check Your Understanding

What does making good choices at the workplace mean for you?



What I learnt today:

(10 mins)

Put a ✓ if you know this topic well.

1. I can use thinking skills to work effectively in a workplace.
2. I can make good choices in various workplace scenarios.

☐☐

4.6 Thinking Skills II

Solving Problems and Making Choices at Work

In this lesson you will learn:

1. To solve resource problems at workplace
2. To use If-then technique while making choices

Let's learn about solving resource problems



Story Time

In Ravi's factory, there's a problem.

They have a big order to finish, but they are short on materials.
In another section, they don't have enough workers to finish a task.



Activity Time

Discuss with friends:

1. For the material shortage, what can be done?
2. For not having enough workers, how can the work be finished?



Discovery Time

Solving Problems with Limited Resources:

Sometimes, we don't have everything we need. But we can still find ways to finish our work.

Problems with people

1. Not Enough Workers

Work can be slow. Some tasks might not get done.

Ways to Solve:

- Workers do extra hours.
- Workers from another section help.
- Divide the task to make it easier.

2. Workers Don't Know the Task

Some workers might not know how to do the work.

Ways to Solve:

- Teach the workers.
- Pair new workers with experienced ones.
- Use guides to help them.

3. Communication Problems

Workers might not understand or talk to each other.

Ways to Solve:

- Have team meetings.
- Give clear instructions.
- Let workers ask questions.

Problems with resources

1. Short on Materials

We might not have enough things to finish the work.

Ways to Solve:

- Workers do extra hours.
- Workers from another section help.
- Divide the task to make it easier.

2. Machine Problems

Machines might not work right.

Ways to Solve:

- Check machines regularly.
- Have a repair person ready.
- Teach workers basic machine fixes.

3. Not Enough Space

There might not be enough room for work or storage.

Ways to Solve:

- Arrange things better.
- Use shelves for storage.
- Rotate tasks so space is used well.

Tips to solve problems



1. Think of different ways



2. Talk to others for ideas



3. Asking for help is okay

Search online: “How do factories solve resource problems?”

Output: Share a simple method or way you find with the class.



Thinking Time

1. If you don't have enough materials, you can:

A Stop working

C Wait for materials

B Use a different material

D Complain

2. If there aren't enough workers, you can:

A Stop the work

C Ignore the problem

B Ask workers to do extra hours

D Cancel the order

3. When facing problems, it's good to:

A Worry a lot

C Do nothing

B Think of different ways

D Blame others

4. If one way doesn't work, you should:

A Give up

C Wait

B Try another way

D Go home

5. When you don't know what to do, it's good to:

A Stay silent

C Guess

B Ask for help

D Take a break



Check Your Understanding

You have to finish a task but there are not enough members on your team. What steps will you take to solve this problem?

Our brain uses about **20%** of our daily energy when involved in problem solving process.

Did You Know

Let's learn to use "if-then" to make choices



Story Time

Ravi has a new machine.

He thinks: "If I teach two workers, then more work gets done. But if I teach just one, then maybe it's slower."



Activity Time

Talk with friends:

1. What if Ravi teaches two workers?
2. What if Ravi teaches just one?



Discovery Time

Using "If-Then" Thinking:

Making choices is easier if we think of results. "If" we do this, "then" that might happen.

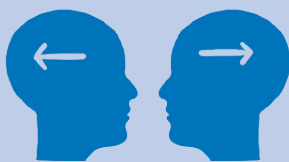
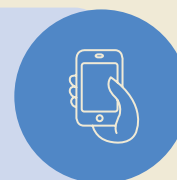
1. Teaching Workers

- If more workers know, more work gets done.
- If fewer workers know, it's slower but they know the work well.

2. Using Machines

- If we use a machine a lot, it might break.
- If we use it less, it lasts longer but work is slower.

Tips for making choices

**1. Think of results first****2. Talk about "if-then" with friends****3. Take time to decide****Search online:** "Examples of **If-Then** statements"**Output:** Share one of the statements with the class.**Thinking Time****1. "If-Then" helps you:****A** Forget things**C** Work slowly**B** Think of results**D** Use machines

2. If more workers know how to work:

A Work is slow

C Machines break

B More work gets done

D Money is spent

3. If machines are used less:

A They break fast

C They last longer

B Work is done quickly

D Workers get tired

4. When choosing, it's good to:

A Hurry

C Think of "if-then"

B Not think

D Not listen to others

5. Before deciding, it's good to:

A Guess

C Copy others

B Think of the result

D Not ask



Check Your Understanding

**Do you use If-then statements in your daily life?
How does it help?**

☒ What I learnt today:

(10 mins)

Put a ✓ if you know this topic well.

1. I am able to list different ways of solving a problem at work.

☐

2. I am able to apply if-then method for problem solving.

☐

4.7 Design Thinking I

In this lesson you will learn:

1. How to identify the stages of the design thinking process

Let's learn to identify the stages of the design thinking process



Story Time

Meet Rohan. He wants to make things that help people.

His teacher tells him about Design Thinking. It's a way to understand what people need before making something.



Activity Time

1. Think of something you use every day (like a school bag).
Why do you like it?
2. Now think of something that is hard to use.
What would make it better?



Discovery Time

Design Thinking is Like Making Tea:



First, you ask someone how they like their tea. **(Understanding)**



Then, you decide what tea to make. **(Choosing)**



Next, you think of ways to make the tea. **(Planning)**



You try making the tea. **(Trying it out)**



You ask if they like the tea. If not, you try again. **(Checking)**



Activity Time

Based on the story and the explanation of the design thinking, see what you had initially written about the design thinking process. Check if your ideas are similar to what is explained above.

Search for digital lessons on Design Thinking for Beginners. Learn from them.



Thinking Time

Look around your home or school. Find something that was made to help people. Why do you think it was made that way? Discuss with your friend.



Check Your Understanding

Think about a chair. If you wanted to make a new chair for your school, how would you use Design Thinking? What would you ask? How would you plan?

Let's learn how to deep dive into the stages



Story Time

Rohan hears that there are steps or stages in Design Thinking.

Just like when he cooks with his mother, there's a step-by-step method. He's curious to learn about these stages.



Activity Time

1. Think of something you do in steps, like tying a shoelace or planting a seed. What are the steps you follow?
2. Why is it important to follow these steps in order?



Discovery Time

Understanding the Steps in Design Thinking:



Listen (Empathize): Like when you ask someone how they feel. It's the first step to know what they need.



Choose (Define): From what you hear, choose the main thing you want to work on.



Plan (Ideate): Think of different ways to solve the main thing you chose.

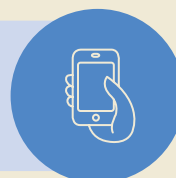


Try (Prototype): Make a simple version of your best idea.



Ask (Test): Show your simple version to people. Ask if they like it.

Look at a simple object around you (like a spoon or a book).
Try to guess the steps someone might have followed in Design Thinking to make it.



Thinking Time

1. Why do we start with listening in Design Thinking?

A To know what music they like

C To hear a story

B To understand what they need

D To pass the time

2. After we plan, what do we do next?

A Forget the plan

C Try out our plan

B Listen again

D Sleep

**Check Your Understanding**

Imagine you're trying to make a better school bag. Using the Design Thinking steps, write down how you'd go about understanding what students need in a bag

71% of organisations that practise design thinking have reported an improved work culture at the office.

Did You Know☒ **What I learnt today:****(10 mins)**

Put a ✓ if you know this topic well.

1. I can define and identify the stages of the design thinking process.

☐

4.8 Design Thinking II

Applying the Design Thinking Process

In this lesson you will learn:

1. How to apply design thinking principles to solve a real-life problem

Let's learn to take action from understanding



Story Time

Rohan, having understood the Design Thinking stages, is eager to apply them.

He recalls the school bag example from the previous lesson and decides to work on creating a better bag for his schoolmates.



Activity Time

1. Pair up with a friend. One of you is the designer, and the other is the user. The designer should ask the user about their ideal school bag: What do they like? What do they dislike? What do they wish it had?
2. Swap roles and repeat.



Discovery Time

1. Listening to Users

- Remember, it's not about what you like but what the user needs. Note down their feedback.
- Find common points from different users.

2. Choosing the Problem

- From the feedback, what seems to be a common problem? Maybe the straps hurt, or the bags aren't waterproof.

3. Planning Solutions

- Think of different ways to solve this problem. Maybe use cushioned straps or waterproof material.

4. Trying Out Ideas

- You don't need to make a real bag. Draw your ideas or make a model from paper or cloth.

5. Asking for Feedback

- Show your design to others. Do they think it will solve the problem?

Search online for "innovative school bag designs." What new ideas do people have? How have they used Design Thinking to come up with these designs?

**Thinking Time****1. Why is it important to listen to different users and not just one?**

- | | |
|-------------------------------|---|
| A Because it's fun | C So we understand common problems |
| B So we get many ideas | D Because the teacher said so |

2. If your first design doesn't work, what should you do?

- | | |
|--|------------------------------|
| A Forget about it | C Make something else |
| B Ask for feedback and try to improve | D Ask for a prize |

**Check Your Understanding**

Think of another common item (like a pencil box or water bottle). Using the Design Thinking steps, write down how you'd go about improving it. Remember to think about the user's needs!

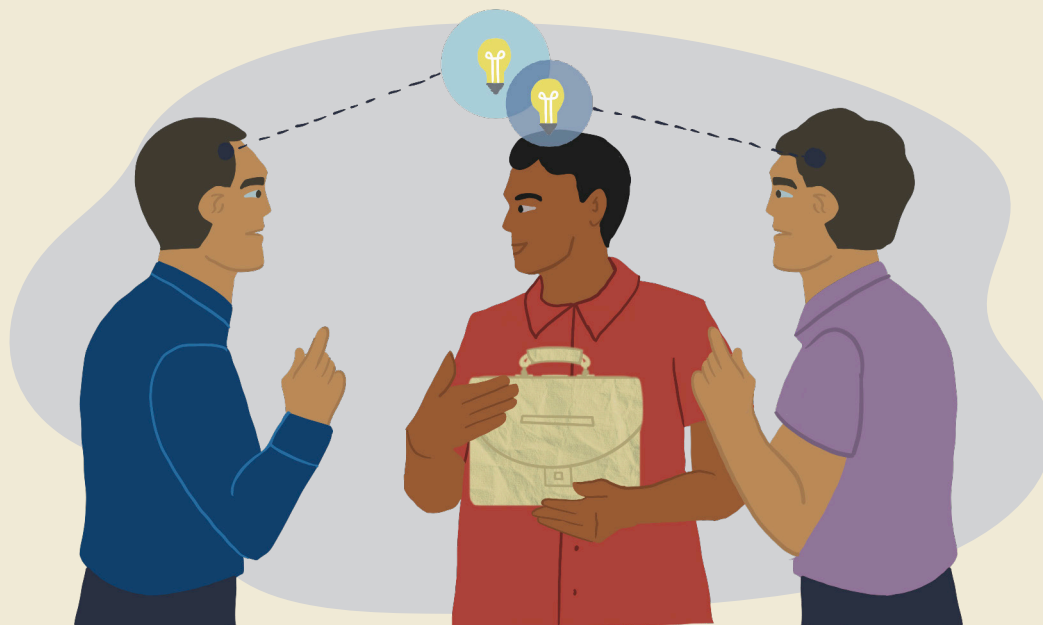
Let's learn about continuous improvement



Story Time

Rohan made a paper model of his new bag design and showed it to his friends.

They gave him new ideas. He realized Design Thinking doesn't stop. He can always make his design better!



Activity Time

1. Show your design from the Check your Understanding activity to three people.
2. Note down their feedback: What do they like? What would they change?



Discovery Time

1. Improving the Design

- Use the feedback to make your design better. Maybe add more pockets or use brighter colors.
- Remember, it's okay to go back and change things. That's how great designs are made!

2. Testing and Learning

- Every time you change your design, ask for feedback. Learn from what people say.

Find a product online that has changed a lot over time (like the design of a mobile phone or a shoe). How has it changed? Why do you think it changed?



Thinking Time

1. Why is feedback important in Design Thinking?

- | | |
|---|---|
| <input type="radio"/> A To make the designer feel good | <input type="radio"/> C To make the design better |
| <input type="radio"/> B To know what colors people like | <input type="radio"/> D To finish the project |

2. If you get feedback that's different from what you think, what should you do?

- | | |
|---|---|
| <input type="radio"/> A Ignore it | <input type="radio"/> C Think about it and see if it can help your design |
| <input type="radio"/> B Tell them they're wrong | <input type="radio"/> D Change everything they said |



Check Your Understanding

Think of a design you see every day (like a bus seat or classroom door). If you had to redesign it using feedback from users, what might change? Why?

Close to **50%** of design-led companies have reported an increase in loyal customers as a result of design thinking practices.

Did You Know

☒ What I learnt today:

(10 mins)

Put a ☒ if you know this topic well.

1. I can apply design thinking principles to solve a real-life problem.

☐

Engagement Activity III

HR Interaction

What is HR interaction?

HR interaction is an activity when experienced HR professionals come to our institutes and talk to us.



Why do we do this?

- It helps you get ready for work.
- HR people tell you what skills and qualifications are popular.
- You can practice how to talk in interviews, make a good CV, and more.
- They tell you about new jobs, what companies want, and problems you might face.

Good things about these talks:

- You learn what jobs expect from you.
- You know about new things in different job areas.
- It pushes you to learn more and be ready for work.
- You get to know HR people. They can help with work training, finding jobs, or even guide you in your career.

MODULE 5 | ES

Entrepreneurial Skills 137-151

5.1 Build an Entrepreneurial Mindset 138

5.2 Build a Business/Self-Employment Plan 142

5.3 Present a Business Plan 146

5.1 Build an Entrepreneurial Mindset

In this lesson you will learn:

1. How to think like a person who starts a business
2. What makes some businesses grow big from small ideas
3. How thinking like a business person helps in everyday life, not just in business

Let's learn to build a mindset for success



Story Time

Do you know the story of Nirma Washing Powder?

Karsanbhai Patel, from Ahmedabad, had an idea: make a soap powder that everyone can buy. In 1969, he began making this powder in his backyard. He named it "Nirma" after his daughter. He did something different: instead of selling in shops, he went from one house to another, selling his soap for just Rs. 3 per kg. The company started in 1969, with only one man. Today it has around 18,000 employees and earns more than Rs. 7,000 crores per year.



Activity Time

Talk and share:

1. With your friends, talk about the problems Karsanbhai might have faced when he started.
2. Think and discuss: What special things did Karsanbhai do that made his small soap business become big?



Discovery Time

Let's look at what it takes to start and grow a business, just like Karsanbhai did with Nirma. As we explore, we'll also see how these skills can help us in our everyday lives.

Beginning a business - Karsanbhai's journey



Having a Dream:

Karsanbhai had a clear dream: affordable, good soap for everyone.



Hard Work:

Selling soap from house to house isn't easy. It showed his dedication.



Taking Chances:

Starting Nirma was a leap of faith – he took a big chance.



Using What's Around:

Karsanbhai started with what he had, his backyard.

Growing the dream - making a business bigger



Being Ready for Change:

As Nirma grew, Karsanbhai had to change many things to keep up.



Learning from Mistakes:

Every business faces problems. The key is to learn and improve.



Talking and Building Bonds:

To make Nirma big, Karsanbhai talked to many people, like shopkeepers, to help spread the word.

More than business - how this thinking helps in life



Solving Everyday Problems:

This mindset helps you find solutions, like when you have a tough homework or disagreement with a friend.



Being Active and Taking Charge:

Don't wait. If you see a problem in your institute or community, take the first step.



Adjusting to New Situations:

Whether it's a new institute or a new hobby, this way of thinking helps you fit in easily without getting stressed.



Making Friends Everywhere:

Just like in business, good relationships help in getting things done in your institute, at your job and in your community.



Always Learning:

Keep trying, keep learning, whether it's in studies, sports, or any new activity.



Thinking Time

Multiple Choice Questions:

1. What does it mean to think like a business person?

- | | |
|---|---|
| A Only thinking about money | C Seeing problems as things to solve |
| B Being scared to try new things | D Not liking change |

2. Why should we be ready for change when doing business?

- | | |
|---------------------------------------|---|
| A Change never happens | C Because business needs to adjust to new things |
| B So everything stays the same | D Change isn't important |

3. What does "Using What's Around You" mean when starting something?

- | | |
|--|--|
| A Waiting for everything to be perfect | C Starting with what you have now |
| B Only starting when you have lots of money | D Not using things you have |

Search online for stories of people who not only started businesses but also did good things for their community. Share one story you liked with your class.



Check Your Understanding

1. If you started something new in your home, institute or in your community, what would it be?
2. How can thinking like a business person help you on a hard day at work?
3. Imagine a big problem at work. How can the idea of "Learning from Mistakes" help you?
4. You and your work friends don't agree on something. How can "Talking to Others" help make things better?

There are about **58.2 crore** entrepreneurs in the world today.

Did You Know

☒ ***What I learnt today:***

(10 mins)

Put a ✓ if you know this topic well.

1. I know different ways to build an entrepreneurial mindset.
2. I know the challenges in starting a business.
3. I know how an entrepreneurial mindset helps us in our life.

☐
☐
☐

5.2 Build a Business/ Self-Employment Plan

In this lesson you will learn:

1. How to build a business plan

Let's learn to build a comprehensive business plan



Story Time

Pooja's Mobile Repair Shop:

Pooja learned how to fix phones at her training school.

She thought, "Why not start my own shop?"

So, she found a small place nearby. Before starting, she made a list of tools and parts she'd need and how much they'd cost. She also thought of ways to tell people about her shop. With everything ready, she opened her shop. Soon, many people came to her for phone repairs.



Activity Time

If you are given a chance to start a business, what would you like to start? Write down its details.

Search online for successful small businesses. Look at their stories and see if you can find details of their initial plans. Share one story in the next class.





Discovery Time

Starting a business or a new job needs a plan.

Just like a recipe has ingredients, a business plan has key parts.
Let's explore these parts to help you create a plan for your business.



Idea

This is the heart of your business. What are you offering?
E.g. Pooja's idea was a mobile repair shop.



Location

Where will you set up? Think about where your customers are.



Cost

How much money do you need to start? Think about things to buy, rent, etc.



Price

How much will you charge customers?



Marketing

How will people know about your business?
Maybe posters, word of mouth, or social media.



Growth

Think about the future. How will you expand or add new things to your business?



Thinking Time

Use the following template to create your business plan.

1. Business Name:

What will you call your business?

2. Business Idea (Description):

Describe what your business will do or sell.

3. Location:

Where will your business be? Why did you choose this location?

4. Startup Costs:

- Item 1: (e.g., Rent for shop space)
- Item 2: (e.g., Initial stock of products)
- Item 3: (e.g., Marketing materials like posters)

...

(List down all the things you need to buy or pay for to start your business.)

5. Pricing:

How much will you charge for your product or service? Why?

6. Marketing and Promotion:

How will you let people know about your business?

7. Future Growth:

What are your plans for the future? Do you want to add more products or services?
Open another location?

8. Challenges & Solutions:

Think of 2/3 problems you might face and how you'd solve them.



Check Your Understanding

1. Why do we need a business plan before starting?
2. How can a good plan help if we face problems in our business?

Studies show that **82%** of businesses received loans after presenting a strong business plan.

Did You Know

☒ What I learnt today:

(10 mins)

Put a ✓ if you know this topic well.

1. I can build a proper business plan. ☐
2. I know the different parts of a business plan. ☐
3. I know how to plan for challenges in a business by using a business plan. ☐

5.3 Present a Business Plan

In this lesson you will learn:

1. How to present a business plan

Let's learn to present a business plan



Story Time

Anil's Gaming Cafe:

Anil had a plan to start a cafe. He had all the details on paper, but he needed money to start. He decided to share his plan with some people who might invest. At first, he just read out his plan, but they did not look interested. Then, he tried a different way: he told a story, showed pictures, and even gave a demo. The investors* were excited, and Anil got the money he needed.

***An investor** is a person or organisation that puts money into a business or scheme to earn profit



Activity Time

Why did the investors get excited when Anil told a story?



Discovery Time

To be a successful entrepreneur, you need to present your business plan well to the people who can help you.

The audience for your plan can be investors, lenders or collaborators



Investors

1. They give money to help start your business.
2. In return, they want some of the money your business earns.
3. They hope to get back more money than they gave.



Lenders

1. They lend you money.
2. You must pay back this money, usually with some extra (interest).
3. Banks are common lenders. They will check if you can pay back.



Collaborators

1. They help you with time, skills, or even money.
2. They might do it for free, for fun, or because they like your idea.
3. Sometimes, they might want some money later when your business does well.

How to share your business plan



Be Clear

Example: "I offer quick and reliable mobile repair services with a special focus on software issues."

Tip: Practice your main point until you can confidently explain it to anyone.



Tell a Story

Example: "I am the person in my family whom everyone asks for help to fix gadgets. One day, after helping a neighbour fix a software on his phone, I realized there's a demand for such services in our locality. That's how my mobile repair shop idea came to life."

Tip: Share personal experiences or moments that shaped your business idea.



Show, Don't Just Tell

Example: In a meeting display a few tools you use or even demonstrate a simple repair process. You could also show before-and-after photos of repaired phones.

Tip: Visual examples can help others understand and believe in your work.



Know Your Numbers

Example: "I need Rs. 20,000 to start, which covers tools, initial rent, and advertising. I expect to have 10 customers daily, making an estimated profit of Rs. 1,000 per day."

Tip: Be clear about your initial costs, expected customer count, and how much you could earn now and in the future.



Listen and Answer

Example: If someone asks, "Why focus on software issues?", you could answer, "Many local shops handle hardware, but few specialize in software. It's a speciality I'm skilled in and there's demand for it."

Tip: Be prepared to explain your choices and the strengths of your business idea.

Remember: You may get the money you need from more than 1 person. Anil and Pooja presented their plan to 5 people and they got the total money they needed from 2 investors.

How to talk to possible investors or partners

| | |
|--------------------------------|---|
| 1. Learn About Them | Know who they are and what they like. This helps you talk to them in a way they understand. |
| 2. Meet People | Go to events or workshops. Talking face-to-face can help. |
| 3. Use Online Sites | Sites like LinkedIn can help you find and talk to investors. Always be polite and formal. |
| 4. Send a Short Email | Tell them about you and your idea in a few lines. Say why you think they might like it. |
| 5. Ask Friends for Help | If a friend knows an investor, ask them to introduce you. |
| 6. Be Real | Always be yourself. It's about making a true connection, not just getting money. |

Watch a video of a successful business pitch. Notice how they present their ideas. Discuss what you liked in the next class.





Thinking Time

A. Use this template to create a presentation for your business plan

1. Introduction (Grab Their Attention)

- Your Name:
- Business Name:
- One-sentence Description (Your unique selling point):
Example: "Fast and reliable mobile repair with a specialty in software issues."

2. The Story Behind the Business (Make it relatable)

- Personal story or experience that led to this business idea:
Example: "I am the go-to person in my family for fixing gadgets. One day, after helping a neighbor with his phone, I saw the demand in our area."

3. Showcase (Show, don't just tell)

- Key product/service:
- Demonstration (if applicable, a quick demo or explanation):
- Visual aids (photos, samples, etc.):

4. The Numbers (Show you've done your homework)

- Initial Investment Needed:
Example: Rs. 20,000
- Breakdown of Costs:
 - Tools: Rs. ____
 - Rent: Rs. ____
 - Advertising: Rs. ____
 - Other: Rs. ____
- Expected Customer Count:
Example: 10 per day
- Potential Earnings:
Example: Rs. 1,000 profit per day

5. The Gap (What you need from them)

- Funding amount required (if seeking investment):
- Collaboration type (if seeking partnership or other collaboration):
- Benefits for them (What does the investor or partner gain from this?):

6. Closing (Re-emphasize your main point)

- Repeat the Business Name:
- Why it's a great opportunity:

7. Questions and Answers (Prepare for possible questions)

1. Question:
Answer:
2. Question:
Answer:

(Prepare answers for potential questions they might ask.)

B. Practice your pitch

In pairs, take turns presenting their business plans to each other. One person plays the role of the presenter, and the other plays the role of an investor. Swap roles after 10 minutes.

***Check Your Understanding***

1. Name two things you should do when presenting your business plan.
2. Why is listening to questions and answering them important?
3. How can showing pictures or giving demos help in your presentation?
4. Why is telling a story important when sharing your plan?
5. If an investor asks about your costs, why is it important to know the numbers?

Investors spend less than 6 minutes to go through a business plan and less than 21 minutes to decide whether to invest.

Did You Know

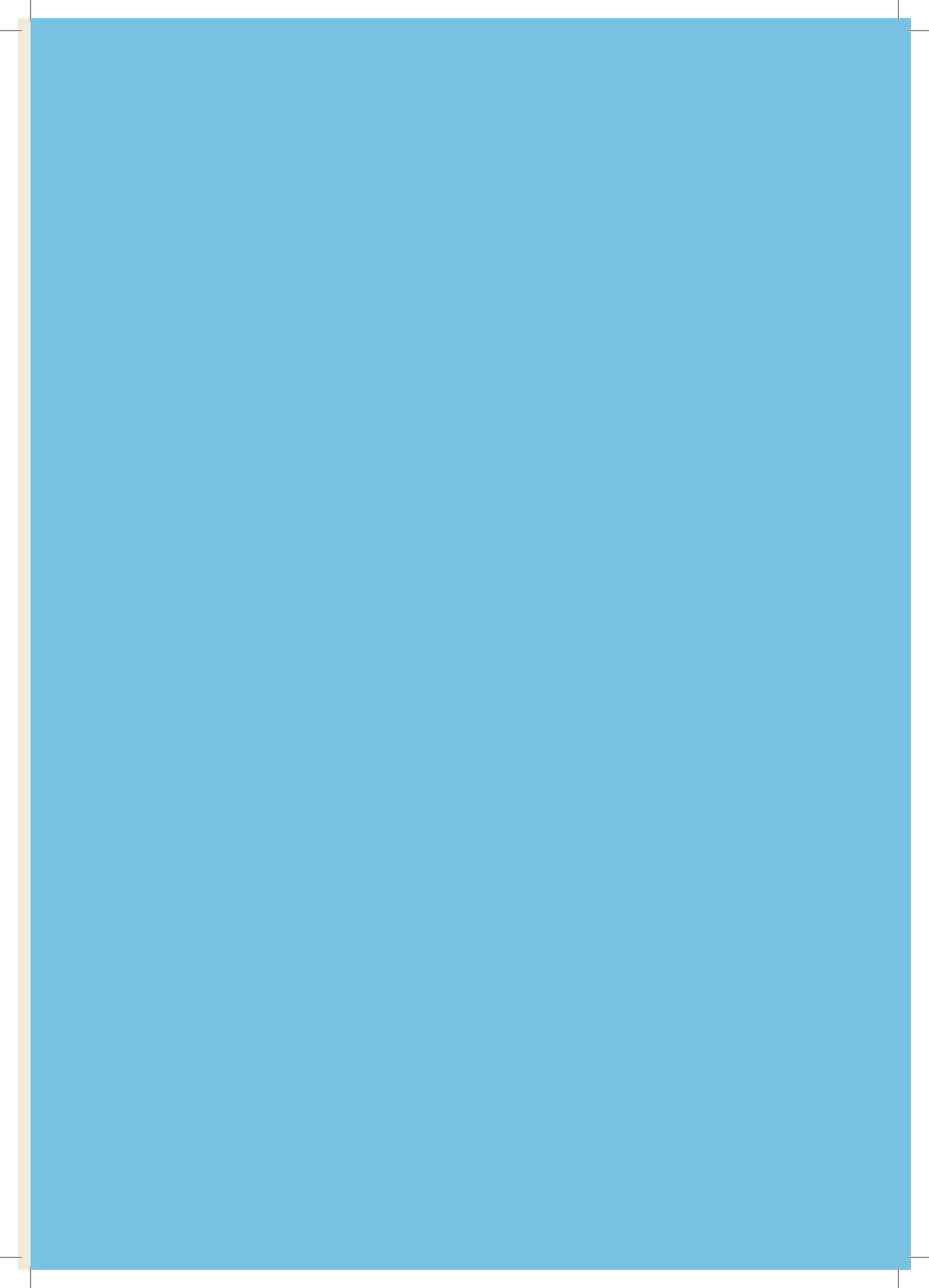
☒ ***What I learnt today:***

(10 mins)

Put a ✓ if you know this topic well.

1. I can create a presentation for my business plan.
2. I can share my business plans with others.
3. I can connect with possible investors and partners.
4. I can present a business plan confidently

☐
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☐



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