

Grade 12

LEADING OTHERS

Objectives: Session 1

- Suspend judgment until all ideas are expressed and refine interpretation and synthesis of ideas.
- Present personal ideas as well as those of others in a clear, concise, and effective manner.
- Balance personal expression with others' contributions.
- Distinguish between fact and opinion.
- Work toward consensus in heterogeneous groups and facilitate the mediation of conflict.
- Motivate team members individually and collectively to collaborate to achieve a common purpose.

Objectives: Session 2

- Implementing, monitoring progress toward, and evaluating solutions.
- Support group decisions and learning to adjust group decisions according to changes within or outside the group.
- Learning and demonstrating skills in parliamentary procedure to facilitate meetings or discussions.

Objectives: Session 3

- Presenting one's personal vision to a group, using persuasive techniques.
- Comparing one's personal vision with that of a group and recognizing the necessity for compromise in various leadership situations.
- Motivating others to act according to the group's vision.

Objectives: Session 4



- Identifying the needs of communities within the school, locality, state, nation, and world.
- Recognizing that good citizens strengthen a community through tolerance of ideas and respect for the freedoms and civil rights of others.
- Setting the priorities by which needs are addressed in a community.

Objectives: Session 5

- Knowing that citizenship requires gathering information, making informed choices, and acting responsibly.
- Recognizing the importance of volunteering for additional duties in class, school, locality, state, nation, and world, and leading a group.

Objectives: Session 6

- Knowing the methods that leaders use to take care of and preserve their school, local, state, national, and world communities.
- Making and justifying decisions in situations where society or any community needs are more important than individual benefits.
- Understanding the importance of selflessness.
- Importance of encouraging others to volunteer for community service.

ECONOMIC COMMON SENSE

Objectives: Session 1

- Identify the concept of budget and value of planning the budget
- Prepare their monthly budget and plan monthly saving

Objectives: Session 2

- Construct a barter community and promote it
- Track and prepare monthly report of your barter community

Objectives: Session 3



- Define trade off and discuss the benefits of trade off
- Demonstrate ways where tradeoff is practiced in everyday life

Objectives: Session 4

- Identify inflated goods and services
- Plan and practice how to fight inflation using basic economic formula

TEAMWORK

Objectives: Session 1

- Identify the problems associated with organizing and managing teams.
- Realize the importance of providing an instructional framework to nurture teamwork.

Objectives: Session 2

Collaboration/Conflict Management

- Team Development: Basic principles of group development and interpersonal dynamics.
- Interpersonal Style: Recognizing and capitalizing on differences in style and perspective.
- Conflict Management: Principles of problem-based conflict management.
- Participation: Understanding of and willingness to be fully involved in team efforts.

Objectives: Session 3

Team Communication

- Active Listening: Conveying understanding and using listening skills to move a conversation forward.
- Feedback: Giving and receiving constructive criticism.



- Influencing others: Persuading others through well-reasoned use of facts and clear conveyance of ideas.
- Sharing Information: Providing and reviewing information in a timely manner.

Objectives: Session 4

Team Decision-making

- Defining a Problem: Identifying and articulating the problem to be solved.
- Innovation/Idea generation:

Objectives: Session 5

Generating creative and viable solutions.

- Judgment/Using facts: Reaching conclusions based upon clear analysis of facts and ideas.
- Reaching Consensus: Ensuring buy-in and commitment to decisions reached.

Objectives: Session 6

Self-Management

- Establishing directions and standards: Helping create plans and structure for the team.
- Managing meetings: Using principles of effective team meetings
- Personal conduct: Demonstrating personal responsibility to the team and respect for team members.
- Leadership: Being proactive and moving

SELF MANAGEMENT *

Objectives: Session 1



How to delegating effectively: Part 1

- Be sure about your own abilities
- Be sure about your staff and their abilities
- Know your job role and the job roles being delegated

Objectives: Session 2

How to delegating effectively: Part 2

- Trust your staff and their abilities
- Communicate the requirements of work
- Empower

Objectives: Session 3

Identifying factors for Work Pressure and Stress

- Identifying the symptoms of Stress
 - Low self esteem
 - Drug or alcohol abuse
 - Tiredness
 - Anxiety
 - Anger
 - Headaches
 - Irritability
 - Apathy
 - Irrationality
 - Blood pressure
 - Depression

Objectives: Session 4

Identifying types of pressures causing stress

- Change
- Overwork
- Lack of responsibility



- Poor work/life balance
- Inappropriate deadlines
- Jobs that ask for more skills than the staff has
- Job insecurity
- Poor relationships
- Financial insecurity

NEGOTIATION SKILLS

Objectives: Session 1

Emotional aspect of negotiation

- Ethics in Negotiation
- Cross Cultural Negotiation

Objectives: Session 2

Identifying the negotiation power through the negotiation point

- Conflict resolution in negotiation
- Disputes and third party help
- Applying the tips and tricks of negotiation

PLANNING and ORGANIZATION

Objectives: Session 1

- Staffing – actions necessary for hiring, training, and compensating employees
- Implementing – carrying out leadership activities in an organization
- Controlling – determining the status of whether or not goals from the planning stage have been met
- Opportunity costs – what is given up to make a choice

Objectives: Session 2

- Strategic planning – long term planning with broad goals for a company as a whole
- Operational planning – short term planning with more specific goals for departments or groups within a company
- SWOT analysis – an analysis of the strengths, weaknesses, opportunities, and threats affecting an organization internally and externally

PERSONAL FINANCE

Objectives: Session 1

- To develop students' understanding on credit, debit and credit/debit cards.
- To enable them to perform online commerce.
- To help them identify fraud in finance.

Objectives: Session 2

- To help students make career choices with the help of a career plan.
 - To teach them job skills and conceptualize entrepreneurship.
 - To make them realize the consequences of gambling.
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- Credit and Debit Card
 - Online buying
 - Career selection and Entrepreneurship
 - Frauds and Gambling

ETHICS & VALUES

Objectives: Session 1

- Defining Religion



- Understanding Religious Ethics
- Understanding relation between spirituality and religious ethics

Objectives: Session 2

- Devising a method used to solve an Ethical Problem
- Collaborating and working with Critical Thinking, Decision Making and Problem Solving for a better Society

Objectives: Session 3

- Revising professional Ethics
- Understanding the meaning of White Collar Crime
- Understanding IPR-Intellectual Property Rights

Objectives: Session 4

Understanding the essential elements of IPR

- Patents
- Copyrights
- Trade marks
- Trade secrets

GOAL SETTING

Objectives: Session 1

Understanding S.M.A.R.T goals: Part 2

- To know what is S.M.A.R.T Goals.
- To understand why SMART Goals is the way to success.
- To know which is and which is not a SMART Goal.



Objectives: Session 2

- How to Prioritize Goals
- Keeping a track of Progress
- Rewarding yourself

PERSONAL BRANDING

Objectives: Session 1

Facts about personal branding

- Discuss hard facts about personal branding.
 - Brands take time to develop.
 - Brands grow organically.
 - Brands are not rational.
 - Brands demand consistency and clarity.
 - Branding never doesn't work.

Objectives: Session 2

Personal branding Toolkit

- Discuss the eight principles for successful self branding by Peter Montoya.
- Demonstrate how to brand oneself.
 - Compile a master list of contacts
 - Create a networking wish list
 - Schedule one networking activity per week
 - Follow up with a personal touch
 - Feed your relationships
 - Keep better track of your relationships

- Connect online
 - Broaden your thinking
 - Go the extra mile to maintain your personal network
 - Share your news
 - Change your online profile
 - Monitor your reputation in social network
 - Who are you?
 - What makes you unique?
 - What do you do?
 - Why should I care?
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RESEARCH and ANALYTICAL THINKING

Objectives: Session 1

Analyzing data

- The shape of your data
- The nature of data and Managing it
- The process of analysis :Analyzing documents, interviews ,observations and questionnaires
- Interpretation

Objectives: Session 2

Writing up

- Drafting and redrafting
- How to argue (how to put forward reasons for your argument)
- How to criticize

Objectives: Session 3

- Whom am I writing for? Target audience
- Grammar, punctuation and spelling
- Using tables, diagrams and other illustrations



- Panics

Objectives: Session 4

Finishing off

- Planning to finish?
- The penultimate and final drafts
- Added extras
- The process of assessment
- What do I do now?

EFFECTIVE COMMUNICATION

Objective: Session 1

Knowing different styles of Communication

- Systematic (Low Expressiveness + Low Assertiveness)
- Direct (Low Expressiveness + High Assertiveness)
- Spirited (High Expressiveness + High Assertiveness)
- Considerate (High Expressiveness + Low Assertiveness)

Objectives: Session 2

- Introduction to Listening Skills
- Knowing how to be a Good Listener
- Knowing the importance of Listening Skills
 - To build relationships
 - To understand others
 - To be entertained
 - To learn
 - To show empathy
 - To gather information

Objectives: Session 3

Knowing Self or Self Awareness

- Body Language – Tense, relaxed, standing, sitting
- Eye Contact – Do you make it? Look away? Look down? Turn your eyes to other people?
- Following every word – Distracted? Wandering somewhere else?
- To say in return – Are you planning what to say in return?

Objectives: Session 4

- Understanding Active listening
 - How to become an Active Listener
 - Pay Close Attention – Look the speaker in the eyes , Stop any mental chatter , Avoid preparing your response or rebuttal when the other person is speaking , Make sure environment does not distract ,Notice the speaker's body language and tone of voice , Notice the non-verbal messages , If in a group , avoid side conversations
 - Demonstrate physically that you are listening – Use non-verbal and verbal signals that you are listening, nod from time to time when appropriate, use appropriate facial expressions, Monitor your own body language. Be sure you remain open and relaxed rather than closed and tense
 - Check for understanding
 - Don't Interrupt
 - Respond Appropriately
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- Actions speak louder than words.
 - Do not detract from others nor be overbearing in giving orders.
 - Do not go where you are not wanted. Do not give unasked-for advice.
 - Do not be quick to talk about something when you don't have all the facts.
 - Do not speak badly of those who are not present.
 - Show interest in others conversation, but don't talk with your mouth full.
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GLOBAL CITIZENSHIP

Objectives: Session 1

Global Change Begins With Me

- How can global citizens take thoughtful, informed, and responsible action locally to bring about global change?
- Identify characteristics and examples of global citizenship.
- Write a comprehensive definition of global citizenship. (explain in easy to understand words)

Objectives: Session 2

- Articulate how their unique personalities and specific talents can be used to make a positive difference in their communities.
- Design and implement an action project based on research to address a global issue.

Decision Making

Objectives: Session 1

To improve your ability as a decision-maker: Part 1

- Be aware of your own and your family's values. Review what you want to accomplish before you begin comparing alternatives.
- Get the facts. Look at the situation in an unbiased way. Review your information clearly and evaluate it objectively.
- Consider both emotions and facts.

Objectives: Session 2

To improve your ability as a decision-maker: Part 2

- Avoid making excuses or rationalizations.
- Try not to make decisions while you are tired or under stress.



- Realize that few decisions are irreversible. **Understanding the intensity and the weight of your own decisions**

FLEXIBILITY AND ADAPTABILITY

Objectives: Session 1

Ways to Practice Personality based Flexibility: Part 2

- Importance of building good networks and relationships before change or crisis hits.
- Knowing the importance of learning and practicing new skills and behaviors, or to learn about a new situation.
- Learning to pay attention to life beyond school and professional requirement.

Objectives: Session 2

Ways to Practice Personality Flexibility and Adaptability: Part 3

- Learning to shift between school, family and other interests and obligations.
- Learning to embrace change and use it as an opportunity to grow and learn.
- Understanding that better and positive experiences, increase the comfort ability and skill to adapt.(**adjusting and adapting when and where required**)



CRITICAL THINKING and PROBLEM SOLVING

Objectives: Session 1

Understanding HOW to think CRITICALLY: Part 1

- Recognize problems.
- Find workable means to meet those problems.

Objectives: Session 2

Understanding HOW to think CRITICALLY: Part 2

- Gather and marshal pertinent information.
- Recognize unstated assumptions and values.

Objectives: Session 3

Understanding HOW to think CRITICALLY: Part 3

- Comprehend and use language with accuracy, clarity as well as **distinction**
- Interpret data.

Objectives: Session 4

Understanding HOW to think CRITICALLY: Part 4

- Appraise evidence and evaluate statements.
- Recognize logical connections between statements.

Objectives: Session 5

- Recognize common reasoning fallacies
- Distinguish between evidence and interpretations of evidence

Objectives: Session 6

Understanding HOW to think CRITICALLY: Part 5



- Draw warranted conclusions and generalizations.
- Test the conclusions and generalizations arrived at.

ENTREPRENEURSHIP

Objectives: Session 1

- Knowing what is meant by teamwork and understanding its importance in business
- Understanding how businesses use teamwork

Objectives: Session 2

- Knowing what is meant by self-evaluation and activities that depict self-evaluation.
- Understanding how people working in businesses and organizations can get to know themselves and their own development needs better.
- Further stressing on the importance of teamwork and how it is essential for the individual as well as the team

Objectives: Session 3

- Knowing what is meant by leadership in a variety of situations.
- Participating in the opportunity to be an observer and have commented on the leadership of others.
- Participating the opportunity to evaluate their own leadership potential.

Objectives: Session 4

Communication

- Getting familiar with a range of communication skills and understanding that communication is a vital part of all aspects of life.
- Understanding how employers value communication skills

Objectives: Session 5

The creative aspect

- Knowing what is meant by being creative and understanding the need for employees and employers to be creative.
- Understanding the need for businesses to seek advice to help start, run and develop their organization.
- Understanding the concept and practical nature of getting advice and support in business.

Objectives: Session 6

Risk taking Calculation and justification

- Knowing what is meant by taking risks in business and showing understanding by contributing to a risk assessment mind map.
- Knowing at least two ways of raising business finance. (ideas for raising funds for the business)
- Understanding a good range of ways of raising business finance.