

**DEPARTMENT OF PSYCHOLOGY**  
**MES ASMABI COLLEGE, P. VEMBALLUR, THRISSUR, 680671**  
**CERTIFICATE COURSE IN**  
**PLATFORM SKILLS (COURSE CODE: ASCEP18)**  
**2022-2023**

<b>Department</b>	<b>: Psychology</b>
<b>Name of Course</b>	<b>: Platform Skills</b>
<b>Course Code</b>	<b>: ASCEP18</b>
<b>Coordinator</b>	<b>: Lathif Penath</b>
<b>Head of Department</b>	<b>: Lathif Penath</b>
<b>Maximum Number of Students</b>	<b>: 76</b>
<b>Duration of the Course</b>	<b>: 30 hours</b>
<b>Level</b>	<b>: UG/PG</b>
<b>Teaching Method</b>	<b>: Workshops</b>
<b>Teaching Aid</b>	<b>: LED projector, Blackboard/whiteboard, Clips, duster</b>

**Curriculum Certificate course in Platform skills for Trainers**

**Objectives :**

- Training Students to enhance and acquire skills to develop Soft Skills
- Develop Skills in Communication and Presentation Skills
- Develop Skills to Train others on the Aspect of Administrative skills

**Total intake-30 students**

**Infrastructure required-** A 500 sq. Ft area which has electric supply with proper ventilation  
Required-LED projector, Blackboard/whiteboard, Clips, duster, movable chairs, closable doors, proper lights, Drinking water

**Participants-**Under Grad students

**SYLLABUS**

**Workshop1**

**(5 hours)**

**Functional skills**

COMMUNICATION SKILLS – Verbal and Nonverbal Communication, Facilitate Discussion, Skills used in Interview, Negotiation Skills, Public Interaction Skills and Team Work Dynamics

Orientation to the training and development

Building confidence - the dynamic self; self-as-object; self-as- knower; self-as-integrated- whole; and the 'selfless' self.

**Workshop2**

**(5 hours)**

**Functional skills**



HUMAN SERVICES - Interpersonal Skills , Knowledge of Group Dynamics, Ten core Life Skills, Empathizing , Counsel and organisation, Coaching Skills, Eye contact & Body language-Function, Features, Presentation, Observation Skills  
 Effective communication – Training based on the context and Content  
 (Peer group Session-1 hour, Assignment)

**Workshop3**

(5 hours)

**Self-Management Skills**

Skill 1. Time management, Skill 2. Self motivation , Skill 3. Stress management. Skill 4. Adaptability, Skill 5. Decision making, Skill 6. Goal alignment, Skill 7. Personal development.

(Peer group Sessions – 1 hours , Assignment, Mentor Training Sessions 2 hours)

**Workshop4**

( 5 hours)

Flashback from the last session

Use of training tools – Introduction to Major Training Tools in Coaching : Learning Management Systems , Social Media, Learning experience platforms, Content authoring tools, micro-learning platforms, project management and planning tools.

Digital tools in training : Major Digital tools and its purpose.

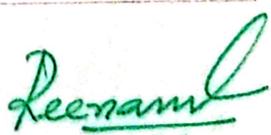
Developing a training career

(Peer group Session-5 hours, Assignments, Mentor Training Sessions 2 hours)

**Assessment & Rules**

Assessment Assignment	Assessment Quality	Marks
MOCK INTERVIEW & TOPIC PRESENTATION	The student should be able to perform both contexts	25 Marks
CONTENT MAKING & ESAAY SUBMITION	The student creativity covering up all the content based on the Population	25 Marks

  
**LATHIF PENATH**  
 Assistant Professor & HOD  
 Department of Psychology  
 MES Asmabi College, P. Vemballur  
 Kodungallur, Thrissur-680 671, Kerala-India

  
 For **Principal**  
**PRINCIPAL**  
**M.E.S. ASMABI COLLEGE,**  
**P.O.P.VEMBALLUR,**  
**KODUNGALLUR - 680 671**

