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| **NAME OF THE PROGRAMME** | **M.A SOCIAL WORK** |
| **SEMESTER** | **I** |
| **COURSE CODE** | **MSW-106 (A)** |
| **COURSE TITLE** | **SKILLS FOR SOCIAL WORK PRACTITIONERS** |
| **NATURE OF THE COURSE** | **DSE** |
| **TOTAL CREDIT** | **3** |
| **MARKS** | **100** |

**Course Objectives:**

* To help the student to understand and develop themselves.
* To enhance the personal qualities and capacities of the social work students
* To develop positive relationship skills of the students

**Learning Outcomes:**

By the end of the course, students will be able to:

* Understand and develop them.
* Develop their understanding on thinking and creativity
* Acquire the skills required for Social Work Practice.

**Course Contents-**

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| **Unit** | **Name of the unit** | **Contents** | **L** | **T** | **P** | **Marks** |
| **1** | **Self Development** | * Self-Awareness- SWOT Analysis, Johari Window, Prejudices & Stereotypes * Self-Esteem- Concept, Types, Developing Positive Self-Esteem * Sensitivity Development | 09 | 04 | - | 15 |
| **2** | **Thinking and Creativity** | * Thinking, Nature and Types * Proactive Thinking, Positive Thinking, Critical Thinking in Social Work * Creativity, Stages of Creativity, Enhancing Creativity | 09 | 04 | - | 15 |
| **3** | **Life Coping Skills** | * Holistic health through Yoga and Meditation * Emotional Intelligence * Time, Stress and Anger Management * Problem solving & Decision Making * Motivation- Factors Affecting Motivation, Achievement Motivation | 09 | 04 | - | **15** |
| **4** | **Human Relationship Skills** | * Enhancing Empathy, Presentation Skills, Team Building * Handling Negative criticism * Assertive Behaviour * Behaviour Change Communication | 09 | 04 | - | 15 |
| **TOTAL CONTACT HOURS** | | | 52 | | | 60 |

* **Note: End Semester Exam 60 Marks, In Semester 40 Marks (20 in Semester, 5 Presentation, 5 Assignment, 5 Classroom Participation and 5 Attendance)**

**Suggested Readings:**

* Bishop Sue, 1996. Develop your Assertiveness. New Delhi: Kogan Page IndaiPvt. Ltd.
* Celements Phi, 1998. Be Positive. New Delhi: Kogan Page India Pvt. Ltd.
* Davar S. Rustom, 1996. Creative Leadership. New Delhi: UBS Publishers Ltd.
* D’Souza Antony, 1995. Leadership. Mumbai: Better Yourself Books.
* Gupta Seema, 2001. Etiquette and Manners. Delhi: PustakMahal.
* Hasks Hurt, 1995. Motivation People. Delhi, PustakMahal
* Johnson, David, Johnson P. Frank, 1982. Joining Together: Group Theory and Group Skills.
* New Jersey: Prentice-Hall Inc.
* Lindenfield Gael, 1997. Assert Yourself. New Delhi: Harper Collins Publishers India Pvt. Ltd.
* McGrath, e. H., 1997. Training for life and leadership in industry. New Delhi: Prentice Hall of
* India Pvt. Ltd.
* Nelson, Richards & Jones. 1990. Human Relationship Skills. Mumbai: Better Yourself Books.
* Rangnekar, Sharu. 1996. In the World of Corporate Managers. Delhi: Vikas Publishing
* HoursePvt. Ltd.
* Datar, Sudha et.al- Skill Training for Social Workers. New Delhi: Sage Publications.