

UNIT 1.0: Self-Discovery and Analysis (7 hrs)

1. SWOT Analysis

A strategic planning framework used to evaluate your **internal** factors (Strengths, Weaknesses) and **external** factors (Opportunities, Threats).

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Component	Description	Examples
Strengths	Internal positive attributes you control	Skills, certifications, network, work ethic
Weaknesses	Internal negative factors you can improve	Lack of experience, poor time management, fear of public speaking
Opportunities	External factors you can leverage	Market trends, new technology, networking events
Threats	External challenges you must navigate	Competition, economic downturn, industry changes

Application Process:

1. Brainstorm honestly in each quadrant
2. Cross-analyze (How can strengths capture opportunities? How to minimize weaknesses against threats?)
3. Develop action plans based on insights

2. Who Am I? (Self-Identity Exploration)

A reflective process examining multiple dimensions of identity:

- **Personal Identity:** Values, beliefs, personality traits, passions
- **Social Identity:** Roles (student, professional, family member), cultural background
- **Professional Identity:** Career aspirations, skills, work style preferences
- **Purpose/Meaning:** What gives your life direction and significance

Key Tools:

- Johari Window (known/unknown aspects of self)
 - Values clarification exercises
 - Life timeline analysis
 - Personality assessments (MBTI, Big Five, etc.)
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3. Personal Attributes

The characteristics that define how you interact with the world:

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Category	Examples
Cognitive	Critical thinking, creativity, problem-solving, learning agility
Emotional	Empathy, emotional regulation, resilience, optimism
Behavioral	Reliability, adaptability, initiative, discipline
Social	Communication, collaboration, leadership, networking

4. Importance of Self-Confidence

Self-confidence is the belief in your abilities to accomplish tasks and handle situations.

Why It Matters:

- **Performance:** Confident individuals take on challenges, persist longer, recover from setbacks faster
- **Influence:** Others trust and follow confident leaders
- **Well-being:** Reduces anxiety, improves decision-making quality
- **Career:** Correlates with promotion rates, salary growth, and job satisfaction

Building Self-Confidence:

- Competence → Confidence loop (master skills through practice)
- Positive self-talk and visualization
- Celebrating small wins
- Stepping outside comfort zones progressively

5. Self-Esteem

Your overall sense of self-worth or personal value—deeper than confidence (which is situation-specific).

Components:

- **Self-respect:** Honoring your own needs and boundaries
- **Self-acceptance:** Embracing imperfections while striving for growth
- **Self-love:** Treating yourself with compassion

High vs. Low Self-Esteem:

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High Self-Esteem	Low Self-Esteem
Assertive communication	People-pleasing or aggressive behavior
Healthy risk-taking	Fear of failure, avoidance
Constructive feedback reception	Defensive or devastated by criticism
Authentic relationships	Dependency or isolation

UNIT 1 SUMMARY POINTS

-  SWOT Analysis provides structured self-assessment across internal and external factors
 -  "Who Am I?" requires ongoing reflection across personal, social, and professional dimensions
 -  Personal attributes are developable competencies, not fixed traits
 -  Self-confidence enables action; self-esteem provides the foundation of worthiness
 -  Both confidence and esteem require intentional cultivation through competence, self-compassion, and experience
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UNIT 2.0: Creative and Innovative Thinking (3 hrs)

1. Out-of-Box Thinking

Moving beyond conventional assumptions and standard solutions to generate novel approaches.

Characteristics:

- Questions fundamental assumptions ("Why do we do it this way?")
- Connects seemingly unrelated concepts
- Embraces ambiguity and experimentation
- Values quantity of ideas initially (divergence before convergence)

Techniques:

- Reverse thinking (solve the opposite problem)
 - Random word association
 - "What if" scenarios (eliminating constraints)
 - Analogical thinking (solutions from other industries)
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2. Lateral Thinking

A term coined by Edward de Bono—solving problems through indirect, creative approaches rather than traditional step-by-step logic.

Difference from Vertical Thinking:

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Vertical Thinking	Lateral Thinking
Sequential, logical	Jumping across patterns
Selective (right/wrong)	Generative (many possibilities)
Deepens existing paths	Creates new pathways
Analytical	Provocative

Lateral Thinking Tools:

- **Provocation:** Deliberately stating absurd ideas to break patterns ("Po: Cars should have square wheels")
- **Challenge:** Questioning why something exists ("Why do we need offices?")
- **Alternative:** Finding multiple solutions to one problem
- **Concept Extraction:** Finding the core concept behind an idea and applying it elsewhere

 **UNIT 2 SUMMARY POINTS**

- Out-of-box thinking breaks conventional constraints to find novel solutions
 - Lateral thinking is a deliberate skill for generating creative breakthroughs, not just waiting for inspiration
 - Creativity is a process and practice, not just innate talent
 - Both approaches require suspending judgment during idea generation
 - Innovation happens when creative ideas meet practical implementation
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UNIT 3.0: Attitude and Motivation (8 hrs)

1. Factors Influencing Attitude

Attitude = relatively enduring evaluation (positive/negative) toward people, objects, or ideas.

Formation Sources:

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Factor	How It Shapes Attitude
Personal Experience	Direct encounters create strong attitudes
Social Learning	Observing others (family, peers, media)
Cognitive Processing	Information analysis and rational evaluation
Emotional States	Moods and feelings color perceptions
Cultural/Religious	Societal norms and belief systems
Economic Factors	Self-interest and material outcomes

ABC Model of Attitude:

- **Affective:** Emotional reaction ("I feel good about this")
- **Behavioral:** Predisposition to act ("I will support this")
- **Cognitive:** Beliefs and thoughts ("I think this is valuable")

2. Challenges and Lessons from Attitude

Common Challenges:

- **Negativity Bias:** Tendency to focus on threats over opportunities
- **Confirmation Bias:** Seeking information that confirms existing attitudes
- **Learned Helplessness:** Believing outcomes are uncontrollable
- **Cynicism:** Distrust that blocks engagement and growth

Key Lessons:

- Attitudes are **malleable** through conscious effort
 - **Accountability**: You choose your responses to circumstances
 - **Reframing**: Same situation, different interpretation = different outcome
 - **Contagion**: Attitudes spread socially—choose your environment wisely
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3. Etiquette

The code of polite behavior in society—demonstrating respect and consideration.

Professional Etiquette:

- Communication (email, phone, meeting protocols)
- Dress codes and personal presentation
- Punctuality and time respect
- Dining and social event manners
- Digital etiquette (social media, online meetings)

Why It Matters:

- Builds trust and credibility
 - Reduces friction in interactions
 - Signals professionalism and emotional intelligence
 - Creates inclusive environments
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4. Factors of Motivation

Motivation = the "why" behind behavior—the energy and direction of effort.

Content Theories (What motivates?):

- **Maslow's Hierarchy**: Physiological → Safety → Belonging → Esteem → Self-Actualization
- **Herzberg's Two-Factor**: Hygiene factors (prevent dissatisfaction) vs. Motivators (create satisfaction)
- **McClelland's Needs**: Achievement, Affiliation, Power

Process Theories (How motivation works?):

- **Expectancy Theory**: Effort → Performance → Outcome → Value

- **Goal-Setting Theory:** Specific, challenging goals drive effort
- **Self-Determination Theory:** Autonomy, Competence, Relatedness

5. Self-Talk

The internal dialogue that shapes your mindset and behavior.

Types:

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Type	Example	Impact
Positive/Instructional	"I can handle this step by step"	Focus, confidence, persistence
Negative/Catastrophizing	"I'm going to fail completely"	Anxiety, avoidance, poor performance
Neutral/Observational	"This is a difficult task"	Assessment without judgment

Optimizing Self-Talk:

- Awareness: Catch negative patterns
- Challenge: Question evidence for negative beliefs
- Reframe: Replace with realistic, constructive alternatives
- Third-person: Use your name ("You can do this, Alex") for emotional distance

6. Intrinsic & Extrinsic Motivators

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Intrinsic Motivators	Extrinsic Motivators
Internal satisfaction	External rewards/punishments

Intrinsic Motivators	Extrinsic Motivators
Curiosity, mastery, purpose	Money, grades, recognition, avoidance of criticism
Sustainable, self-reinforcing	Effective for short-term compliance
Drives creativity and deep engagement	Can undermine intrinsic motivation if overused

Optimal Balance:

- Use extrinsic motivators to build competence initially
- Transition to intrinsic drivers for long-term excellence
- Align extrinsic rewards with meaningful progress, not just completion

 **UNIT 3 SUMMARY POINTS**

- Attitudes are learned evaluations that shape behavior but can be consciously modified
- Challenges like negativity bias require active management through reframing
- Etiquette is practical respect that lubricates professional relationships
- Motivation combines internal drivers (needs, values) with external incentives
- Self-talk is a controllable variable that significantly impacts performance and well-being
- Intrinsic motivation produces deeper engagement than extrinsic rewards alone

UNIT 4.0: Strategic Goal Setting (7 hrs)

1. Wish List

The starting point of goal setting—unconstrained dreaming without immediate concern for feasibility.

Purpose:

- Activates imagination and possibility thinking
- Reveals underlying values and desires
- Separates "should want" from "actually want"
- Creates raw material for refined goals

Process:

1. Brainstorm 50+ wishes across life areas (career, health, relationships, finances, growth, contribution)
2. No filtering or "how" questions yet
3. Review for patterns and priorities

2. SMART Goals

A framework for converting wishes into actionable objectives.

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Component	Meaning	Example
Specific	Clear, concrete, unambiguous	"Improve fitness" → "Run 5K"
Measurable	Quantifiable progress indicators	"Complete in under 30 minutes"
Achievable	Realistic given resources and constraints	Training schedule fits current life
Relevant	Aligned with broader values and priorities	Supports health and energy goals

Component	Meaning	Example
Time-bound	Clear deadline or milestone	"By December 31, 2024"

SMART Goal Example:

"I will obtain a Project Management Professional (PMP) certification by June 2025 by studying 5 hours weekly, completing a prep course by March, and passing the exam on my first attempt."

3. Blueprint for Success

A comprehensive plan that operationalizes goals into daily actions.

Components:

1. **Vision:** The compelling future state (3-5 years)
2. **Strategic Goals:** Major milestones (1-year horizons)
3. **Tactical Plans:** Quarterly objectives with key results
4. **Action Steps:** Weekly/daily tasks
5. **Resources Needed:** Skills, people, tools, finances
6. **Obstacles & Mitigation:** Anticipating challenges
7. **Accountability Systems:** Check-ins, partners, tracking tools
8. **Review & Adapt:** Regular assessment and adjustment

4. Short-Term Goals

Horizon: Days to 12 months

Characteristics:

- Specific, immediate actions
- Building blocks for larger goals
- Quick feedback loops for motivation
- Requires detailed planning

Examples:

- Complete online course by next month

- Build prototype by end of quarter
 - Establish morning routine this week
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5. Long-Term Goals

Horizon: 1-5 years

Characteristics:

- Broader direction with flexibility on specifics
- Requires periodic review and adjustment
- Balances ambition with realism
- Connects to life vision

Examples:

- Transition to management role within 3 years
 - Save for down payment on home in 4 years
 - Build side business to \$50K revenue in 2 years
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6. Lifetime Goals

Horizon: 10+ years to end of life

Characteristics:

- Ultimate legacy and contribution
- Based on core values and life purpose
- Less specific on "how," clear on "what matters"
- Guides all shorter-term decisions

Categories:

- **Career/Contribution:** What impact do you want to make?
- **Relationships:** What connections do you want to cultivate?
- **Health/Vitality:** How do you want to feel and function?
- **Financial:** What security and freedom do you seek?
- **Personal Growth:** Who do you want to become?

- **Adventure/Experience:** What do you want to see and do?
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UNIT 4 SUMMARY POINTS

-  Wish lists unlock imagination before practical constraints apply
 -  SMART criteria transform vague intentions into actionable commitments
 -  Blueprints connect vision to daily execution through layered planning
 -  Short-term goals build momentum; long-term goals provide direction; lifetime goals provide meaning
 -  Goal setting is dynamic—regular review and adaptation are essential
 -  Written goals with accountability systems have significantly higher achievement rates
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UNIT 5.0: Effective Time Management (8 hrs)

1. Value of Time

Time is a unique, non-renewable resource—everyone has 24 hours, but outcomes vary dramatically based on usage.

Key Principles:

- **Opportunity Cost:** Every "yes" is a "no" to something else
- **Compounding:** Small daily investments create massive long-term results
- **Irreversibility:** Spent time cannot be recovered
- **Perishability:** Unused time cannot be stored

Mindset Shifts:

- From "I don't have time" → "It's not a priority"
 - From "killing time" → "investing time"
 - From "busy" → "productive"
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2. Diagnosing Time Management

Assessing current time usage to identify improvement opportunities.

Time Audit Process:

1. Track all activities for 3-7 days (15-minute increments)
2. Categorize: Essential, Important, Urgent, Trivial, Wasted
3. Analyze patterns: When are you most productive? What interrupts you?
4. Identify "time leaks": Excessive meetings, social media, multitasking, perfectionism
5. Calculate ROI: Time spent vs. value generated

Common Time Management Styles:

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Style	Characteristics	Risk
Procrastinator	Delay until urgency forces action	Stress, lower quality, missed opportunities
Perfectionist	Excessive time on details	Diminishing returns, bottleneck
People-Pleaser	Unable to say no	Others' priorities replace own
Firefighter	Constantly reactive to crises	No strategic progress
Planner	Over-scheduling, rigid	Inflexibility, burnout

3. Weekly Planner

A macro-level tool for balancing priorities across life domains.

Structure:

- **Big Rocks First:** Schedule important (non-urgent) activities before they become urgent
- **Theme Days:** Dedicate days to specific focus areas (e.g., "Meeting Mondays," "Deep Work Wednesdays")
- **Buffer Time:** 20-30% unscheduled for unexpected issues
- **Energy Mapping:** Align demanding tasks to peak energy periods

- **Life Balance:** Explicit blocks for health, relationships, recreation

Weekly Review Process:

1. Review previous week: What worked? What didn't?
 2. Clear inboxes and capture all commitments
 3. Review calendar for upcoming week
 4. Identify 3-5 Most Important Tasks (MITs)
 5. Schedule specific times for MITs
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4. To-Do List

The micro-level task management tool.

Best Practices:

- **Capture Everything:** Empty your mind into a trusted system
- **Single Daily List:** Avoid scattered sticky notes and apps
- **Verb-Noun Format:** "Call [person] about [topic]" not just "Call"
- **Time Estimates:** How long will this actually take?
- **Limit Length:** 3-5 critical items maximum; everything else is "backlog"

Advanced Techniques:

- **Eisenhower Matrix:** Urgent/Important quadrants
 - **1-3-5 Rule:** 1 big, 3 medium, 5 small tasks daily
 - **Two-Minute Rule:** If it takes <2 minutes, do it now
 - **Eat the Frog:** Hardest task first when willpower is highest
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5. Prioritizing Work

Determining what deserves your attention and in what order.

Prioritization Frameworks:

Eisenhower Matrix:

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	Urgent	Not Urgent
Important	DO FIRST (crises, deadlines)	SCHEDULE (planning, development)
Not Important	DELEGATE (interruptions, some meetings)	ELIMINATE (time wasters, busy work)

ABCDE Method:

- **A:** Must do, serious consequences if not done
- **B:** Should do, mild consequences
- **C:** Nice to do, no consequences
- **D:** Delegate
- **E:** Eliminate

Pareto Principle (80/20 Rule):

- 20% of efforts produce 80% of results
- Identify and protect your high-leverage activities
- Ruthlessly reduce or eliminate the 80% of low-value tasks

 **UNIT 5 SUMMARY POINTS**

- Time is your most limited resource—treat it as a strategic asset
- Time audits reveal the gap between perceived and actual time usage
- Weekly planning provides structure; daily to-do lists enable execution
- Prioritization is the skill of choosing what NOT to do
- Protect time for important (non-urgent) activities before they become crises
- Systems (calendars, lists, reviews) free mental bandwidth for actual work

UNIT 6.0: Interpersonal Skills and Teamwork (9 hrs)

1. Gratitude

The practice of recognizing and appreciating the positive aspects of life and others' contributions.

Benefits:

- **Psychological:** Increases happiness, reduces depression and anxiety
- **Social:** Strengthens relationships, increases likability, builds reciprocity
- **Physical:** Improves sleep, immune function, cardiovascular health
- **Professional:** Enhances teamwork, leadership effectiveness, resilience

Practices:

- Gratitude journaling (3 things daily)
- Expressing specific appreciation to others
- Reframing challenges as growth opportunities
- "Gratitude visits" (writing detailed thank-you letters)

2. Relationship Between Leadership, Networking & Teamwork

These three competencies form an integrated system of social effectiveness.

Interconnections:

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LEADERSHIP (Influence & Direction)



NETWORKING (Relationship Building) ↔ TEAMWORK (Collaborative Execution)

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Component	Focus	Key Skills
Leadership	Inspiring others toward shared vision	Vision, communication, decision-making, accountability
Networking	Building mutually beneficial relationships	Rapport, reciprocity, social awareness, follow-up
Teamwork	Coordinating effort toward collective goals	Communication, conflict resolution, role clarity, trust

Synergy:

- Strong networks provide resources for leadership
- Leadership creates conditions for effective teamwork
- Teamwork successes expand networks and leadership credibility

3. Assessing Interpersonal Skills

Evaluating your current social competence to identify development areas.

Assessment Methods:

- **360-Degree Feedback:** Input from bosses, peers, direct reports, self
- **Behavioral Interviews:** "Tell me about a time you handled conflict..."
- **Situational Judgment Tests:** How would you respond to scenarios?
- **Emotional Intelligence Assessments:** EQ-i 2.0, MSCEIT
- **Observation:** Video recording of presentations or meetings

Key Dimensions to Assess:

- Communication clarity and listening
- Empathy and perspective-taking
- Conflict management style
- Influence and persuasion
- Adaptability to different personalities
- Non-verbal communication awareness

4. Situation Description of Interpersonal Skills

Analyzing real scenarios to develop interpersonal competence.

Common Situations:

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Situation	Required Skills	Approach
Giving difficult feedback	Empathy, clarity, emotional management	Situation-Behavior-Impact model, private setting
Receiving criticism	Emotional regulation, growth mindset	Listen actively, ask clarifying questions, thank them
Negotiating conflict	Mediation, creative problem-solving	Separate people from problem, focus on interests not positions
Building rapport quickly	Authenticity, curiosity, matching	Find common ground, use their name, active listening
Influencing without authority	Credibility, framing, reciprocity	Understand their needs, provide value first, present data

5. Necessity of Teamwork

Collaboration is essential across all life domains.

Personal Necessity:

- No individual possesses all skills, knowledge, or resources
- Social connection is a fundamental human need
- Diverse perspectives improve decision quality
- Shared experiences multiply joy and divide sorrow

Social Necessity:

- Complex societal challenges require coordinated effort
- Innovation emerges from cross-pollination of ideas
- Community resilience depends on mutual support
- Democratic functioning requires collaborative discourse

Educational Necessity:

- Prepares for modern workplace (increasingly team-based)
- Develops communication and conflict skills
- Exposes students to diverse viewpoints
- Mirrors real-world problem-solving (interdisciplinary)

 **UNIT 6 SUMMARY POINTS**

- Gratitude is a practice with proven psychological, social, and professional benefits
- Leadership, networking, and teamwork are interconnected social competencies
- Interpersonal skills can be assessed and systematically developed
- Situational analysis prepares you for challenging social interactions
- Teamwork is not optional—it's necessary for personal fulfillment, social progress, and professional success
- Effective teams require both individual competence and collective coordination

INTEGRATED CURRICULUM OVERVIEW

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Unit	Core Theme	Key Output
1. Self-Discovery	Know yourself	Personal SWOT, values clarity
2. Creative Thinking	Expand possibilities	Creative problem-solving toolkit

Unit	Core Theme	Key Output
3. Attitude & Motivation	Drive yourself	Motivation system, positive mindset
4. Goal Setting	Direct yourself	Written goals from daily to lifetime
5. Time Management	Resource yourself	Personal productivity system
6. Interpersonal Skills	Connect with others	Relationship and collaboration skills

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