



DEPARTMENT OF SOCIAL WORK

CERTIFICATE COURSE CODE	: SFABSW06
CERTIFICATE COURSE NAME	: Competency Development
DATE	: 18-07-2023 TO 14-11-2023
COURSE TEACHER	: Mr. Riswanul Haque P
DESCRIPTION	: Course is designed to help develop professional skills to applying for a role or looking to advance as a professional, learning about the competencies an employer uses to determine your suitability can improve your chances of success. You can develop these skills to demonstrate that you're the best candidate for a particular position

Objectives:

1. **Understanding Competencies:** Provide participants with a clear understanding of competencies and their importance in personal and professional development.
2. **Identification of Key Competencies:** Help participants identify and assess the key competencies relevant to their roles, industries, and career aspirations.
3. **Skill Gap Analysis:** Enable participants to conduct a thorough analysis of their existing skills and competencies and identify areas for improvement or development.
4. **Goal Setting:** Assist participants in setting clear and achievable competency development goals aligned with their personal and professional objectives.
5. **Competency Development Planning:** Guide participants in creating personalized competency development plans outlining specific actions, resources, and timelines for skill enhancement.
6. **Learning Strategies:** Introduce participants to various learning strategies and techniques, including formal training, self-directed learning, mentoring, and peer learning.

Outcomes:

1. **Enhanced Self-Awareness:** Participants will have a better understanding of their strengths, weaknesses, and areas for development, leading to improved self-awareness.
2. **Identification of Development Needs:** Participants will identify specific competency areas requiring development and prioritize them based on their personal and professional goals.
3. **Clear Development Goals:** Participants will set clear and measurable competency development goals, aligned with their aspirations and organizational requirements.
4. **Effective Development Plans:** Participants will create comprehensive competency development plans outlining specific actions, timelines, and resources for skill enhancement.
5. **Improved Learning Strategies:** Participants will adopt effective learning strategies and techniques to acquire and enhance competencies, resulting in more efficient skill development.

SYLLABUS

Module 1

Job Applications, Resume Building, Written Tests, Interview, Group Discussion

Module 2

Leadership Skills, Team Building, Time Management

Module 3

Communication Skills, Relationship Skills, Public Speech

Reference:

- a. Jain T.S. & Gupta, 'Interviews and Group Discussions How to Face Them' Upkar Prakashan
- b. Sijwalii B.S. (2012), 'Winning Interviews for Top Jobs', Arihant International
- c. Setch Fiona (2014), 'The Art of Interview Skills', Bookboon.com
- d. Tracy Brian, 'Leadership', Manjul Publishing House Pvt Ltd
- e. 'Public Speaking and Presenting', Harvard Business Review Press
- f. Gray Jim, 'How Leaders Speak', Rupa & Co
- g. Adams Jeff, '7 Essential Skills of Leadership' Continuous Leadership
- h. Dixit Sudhir, (2018), 'Time Management' Arushi Tandon Co Amit Tandon
- i. Bhatnagar Nitin, 'Effective Communication and Soft Skills', Pearson Education India
- j. Simon Peter, (2020), 'Communication Skills', Ramesh Publishing House