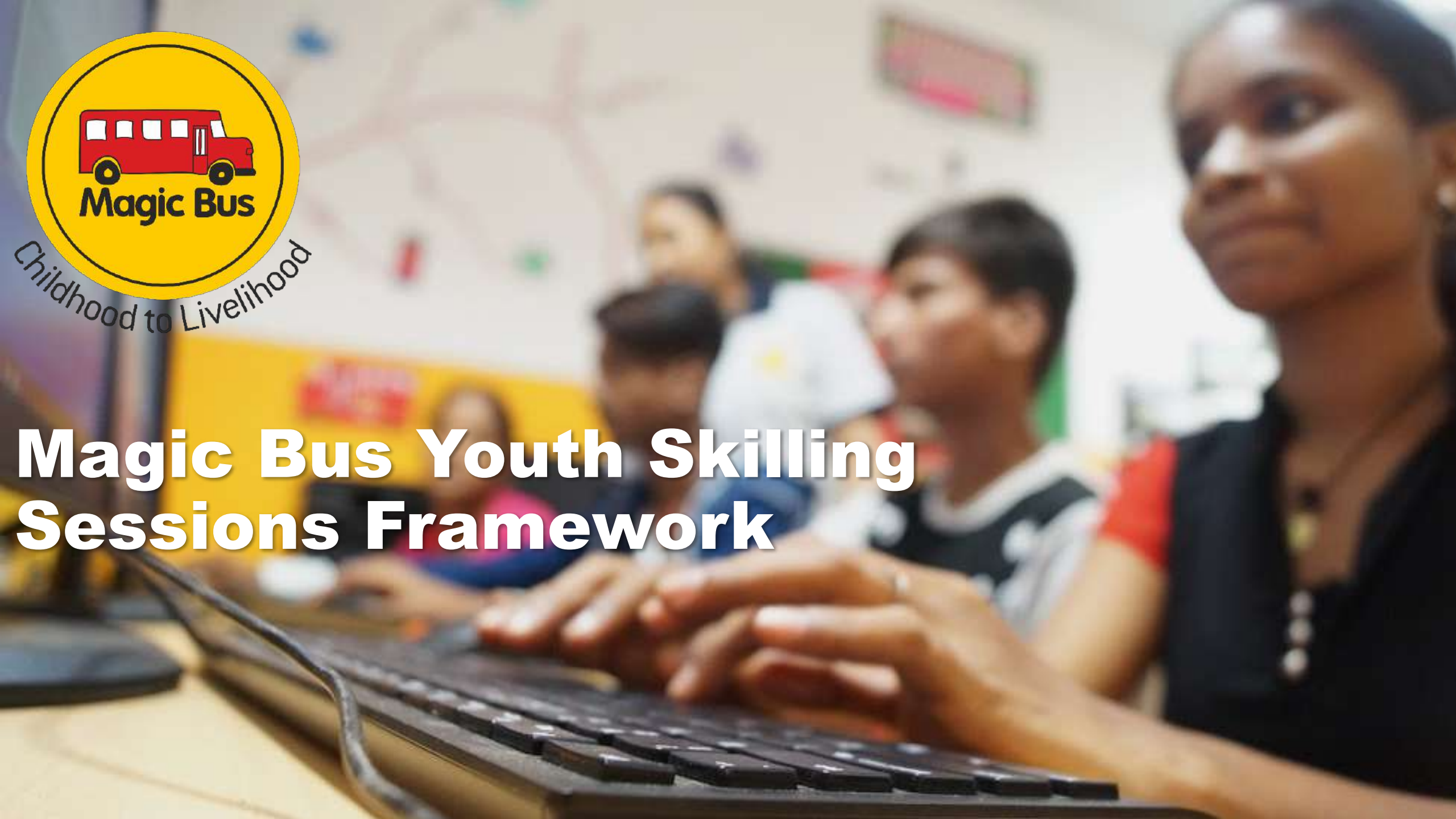




Magic Bus Youth Skilling Sessions Framework



Overall Sessions

Buckets	Components	No of Sessions	Week
Induction	Ice breakers, Self Introduction, About Magic Bus, Metaphor Sessions	03	1
Core Employability Skills	Life skills (Team Building, Confidence, Communication, Leadership, Self Esteem, Goal setting, Gender Equality, Gender sensitivity and so on)	23	2-7
	Work Readiness (Dealing with criticism, How to crack an interview, receiving and giving feedbacks, hygiene & dressing, time management, working effectively, planning & so on)	18	
	Interview, CV & Pre-placement (CV Preparing, mock interviews)	07	
Financial Literacy	Financial Literacy/ Money Handling (Savings, earn & learn, opening bank account)	06	
Spoken English	(Greetings, how to introduce self and others, basic grammar, tense, how to talk to customer and so on)	23	
Computer Skills (IT)	(Typing & typing speed, Ms Office- Basic, Internet, Email account)	23	
Total		103	8

The 103 sessions are delivered over 45 working days at rate of 5 days a week

Average session timing is 2 hrs. Thus the over all curriculum is delivered in about 200 hrs (103 X 2 = ~200 hrs)

These sessions are covered at a rate of 4.5 hrs per day for about 45 days (4.5 X 45 = ~200 hrs)

Induction Sessions

Sr. No.	Session Topic	Session Number and Name	Take Away
1	Introduction	Session 1: Knowing each other and Understanding the Magic Bus Livelihood Program	Introduction amongst batch participants
2		Session 2: Responsibilities Towards oneself and The Magic Bus Livelihood Programme	Setting the orientation and seriousness towards the program
3	Self-Development	Session 3: The Magic Bus Livelihood Programme as a self-development programme: knowing and developing yourself	Self Assessment

Life Skills - Sessions

Sr. No.	Session Topic	Session Number and Name	Thematic
1.	Goals, Decisions and Obstacles	Session 1: Goal Setting, Planning, Career Choices	Ability to aware their goals and Career Choices
		Session 2: SMART Goals; Long and Short term Goals	learn to set SMART goals for themselves and also understand that goals help us to be better organized and enable us carry out tasks more efficiently
		Session 3: Managing Goals	Track their goals in a systematic manner using a goal sheet.
		Session 4: Importance of decision making	To evaluate the decisions that we make and make plans after considering all the consequences. Once we go through a carefully considered process we must stick with the plan and work towards it.
		Session 5: Overcoming obstacles and achieving potential	Many obstacles are come in the way of realizing our potential in life and career goals. However, there are strategies and support systems are to help & overcome these obstacles.
		Session 6: Finding the problem	Develop the ability to find the root cause of the problem.
		Session 7: Effectively solving the problem	Build ability to handle problems in a systematic manner
		Session 8: Resolving conflicts and differences	Develop the ability to handle conflicting situations in a systematic manner.

Life Skills - Sessions

S. No.	Session Topic	Session Number and Name	Thematic
2.	Confidence, Self-esteem, Communication and Interpersonal Skills	Session 9: Importance of Confidence	To focus on our abilities and skills as this will increase our trust in our judgment and in the way we talk about ourselves in different contexts and thus improve our confidence.
		Session 10: Importance of Self esteem	Self-esteem is our judgment of what we are worth. Both confidence & esteem concepts are different but what we can do influences what we think of ourselves and what we think of ourselves can influence what we do.
		Session 11: Making first impression	To understand that while physical appearance is not everything, it's very important to dress rightly for different occasions/places. It always helps in making a positive impression for the first time.
		Session 12: Building communication skills	develop the right body language, speaking and listening skills to be able to communicate effectively.
		Session 13: Building confidence	Aware of one's own strengths that make them more confident and self-assured. This helps in handling situations and dealing with people easier.
		Session 14: Being assertive	To understand that being too aggressive or too passive is not very healthy to build relationships. Using the assertive way of communication may be an effective way of putting the displeasure across.

Life Skills - Sessions

Sr. No.	Session Topic	Session Number and Name	Thematic
3.	Leadership	Session 15: Personal Leadership	Working towards one's goals requires leadership and perseverance, and one has to strive to develop oneself to achieve life goal
4.	Adaptability and Creative Thinking	Session 16: Adaptability and Creativity as factors of Positive Decision Making	Creative thinking is what helps us adapt to different situations. As we make plans and set goals for our future it is important to adapt to changing scenarios
		Session 17: Importance of Resilience	Resilience is what helps us overcome our struggles and problems. We all have qualities in us that make us resilient and we must focus on building our resiliency assets.
5.	Responsibility	Session 18: Importance of Responsibility	It is a duty or obligation to complete a certain task. It involves being accountable for something. It is a reflection of our integrity towards what we do contributes to our success at work and all areas of life
		Session 19: Understanding relationships and responsibilities	Comparison between their family and workplace and understand that the way they have responsibility towards family as well as workplace.
		Session 20: Handling responsibility	Develop the ability to understand their responsibility towards their family, friends, peers and workplace.

Life Skills - Sessions

Sr. No.	Session Topic	Session Number and Name	Thematic
6.	Gender	Session 21: Challenging Gender Stereotypes	Gender is a social construct. We limit people's roles in society based on stereotypical thinking of what men and women should do. We must change our perspective to accept what people can do regardless of gender and gender role expectations.
		Session 22: Sexual Abuse	Ability to identify signs of harassment/abuse at workplace and how to effectively handle it.
		Session 23: Gender Equality	It would help remove some gender barriers/biases that could exist in the participants and how they could contribute towards reducing them

Financial Literacy - Sessions

Sr. No.	Session Topic	Session Number and Name	Thematic
1	Money	Session 1: What is Money	Learners develop their financial skills by understanding the importance of money and how to handle it
2	S.M.A.R.T Goals	Session 2: Setting your own S.M.A.R.T goals.	
3	Savings	Session 3: Importance of Savings	
4	Budgeting	Session 4: Balance the wants and needs	
5	Insurance	Session 5: Protecting oneself with insurance	
6	Banking	Session 6: Banking Operations	



**Sessions -
Work Place Readiness**

Work Place Readiness - Working in Teams & Managing Relationships

Sr. No.	Session Topic	Session Number and Name	Thematic
1	Criticism	Session 1: Dealing with criticism	Managing relationship with managers and seniors.
2	Assertive	Session 2: Saying No!	
3	Respect	Session 3: Respecting Others	Developing skills to work in teams and handle conflicts within teams.
4	Clarification	Session 4: Asking questions to clarify	
5	Criticism and Refusal	Session 5: Dealing with criticism and saying no. (Recap)	
6	Team work	Session 6: How to work in a team	
7	Conflicts	Session 7: Handling Differences	
8	Feedback	Session 8: Giving and listening to feedback	

Work Place Readiness - Myself at Work

Sr. No.	Session Topic	Session Number and Name	Thematic
1	Professional Conduct	Session 1: Positive Attitude	Learning to carry oneself with dignity at workplace.
		Session 2: Hygiene and Dress	
		Session 3: Correct Body Language	
2	Time Management	Session 4: Working Effectively	Building the skills to effectively manage time.
		Session 5: Managing Time	
		Session 6: Assessing Time Management Skills	
		Session 7: Planning the activities.	
3	Equality and Rights at Work	Session 8: Rights and Responsibilities At Workplace	Understanding one's rights and responsibilities towards the company and peers.
		Session 9: Safety at workplace	
		Session 10: Diversity Acceptance	



**Sessions -
Financial Literacy, Spoken
English and IT**

Financial Literacy

Sr. No.	Session Topic	Session Number and Name	Thematic
1	Money	Session 1: What is Money?	Learners develop their financial skills by understanding the importance of money and how to handle it.
2	S.M.A.R.T Goals	Session 2: Setting your own S.M.A.R.T goals.	
3	Savings	Session 3: Importance Of Savings	
4	Budgeting	Session 4: Balance the wants and needs	
5	Insurance	Session 5: Protecting oneself with insurance.	
6	Banking	Session 6: Banking Operations	

Spoken English Sessions

Sessions		
Greetings & introduction	Listening well	How to go interview
Self & others introduction	Use of 1st, 2nd, do, does & not	Handshakes
Giving personal details	Dressing up for college	Use of new words
Talking politely	Checking information	Working as a team
Polite conversation	Use of is, isn't it, too, also	
Buying a phone	Presentation	
Giving complete details	Being polite with customer	
Contractions	Use of can & polite talk	
Describing products	Interrupting people	
Communication process	Use of too much and other new words	
Use of since, have been	Making the customer feel imp.	
Use of these, those, this, that	Use of we, they, have, has, do does	
Wh- questions, how	Use of -ly words, as soon as, by, before, after	

IT Skills

Sessions	
Introduction about Computer	Ms Power Point
Computer components and its use	Ms Word
Short cuts	Ms Excel
Notepad & Word pad	Internet
Search about information	E-commerce
Open an Email account	Job Search



**...Dedicated to
Youth Skilling**