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activities?		

Topic 13: DEVELOP LISTENING SKILLS	Topic 14: BUSINESS WRITING
1. What is Listening Skill?	1. Importance and advantages of Business Writing
2. Fallacies about Listening	skill
3. Objectives of Learning	2. Basic formats for a Business Letter &
4. Importance of Listening	Complaint Letter
5. Basic Steps of Listening	3. Writing an Office Memo (standard memo format),
6. Listening Process means	etc
7. Types of Listening	4. How to prepare Resume?
8. Barriers to Listening	5. Report Writing
9. How to improve your Listening?	
Topic No. 15: MS-OFFICE APPLICATIONS	Topic 16: HANDS-ON SCIENCE
Basic Knowledge of:	Demonstration on:
1. Word, Excel & Access	1. Gravitational Force
2. Internet	2. Magnetic Force
3. Email	3. Energy
Topic No. 17: VALUE EDUCATION	Topic 18: PARENTS COUNSELING
1. What is Value Education?	1. Realize the needs of children to achieve their goals
2. Importance & Objectives of Value	2. Know about the availability of children's
Education & its requirement?	career opportunities
3. Introduction of 10 selected life values	3. Behave emotionally for the children's best
(1) National Integration (2) Patriotism	exposure
(3) Punctuality (4) Neatness	4. Parents' role to communicate with their children
(5) Work Credits (6) Scientific Approach	5. Parents' role about their today's techno-
(7) Secular Tolerance (8) Gender Equality	savvy children
(9) Courtesy (10) Sensitivity	6. Parents' role and guidance to help children
4. Develop educational improvement	recover from social media
through Value Education	7. Effective parenting
5. How values are useful to achieve goals in life?	
Topic No. 19: TEACHERS TRAINING	Topic No. 20 : FINANACE MANAGEMENT / FINANCIAL LITERACY
1. New teaching techniques	1) How to develop the habit of saving, skills
2. How to teach value based education?	2) How to invest the saved money
3. Teachers' role for development of	3) What are the various investment options
personality of students	4) What to look for while investing
4. How to face challenges having teachers?	5) How to keep your investments updated
Topic No. 21: SMART GIRLS PROGRAM	
1) Self Awareness	
2) Communication & Relationships	
3) Menstruation and Hygiene	
4) Self Esteem & Self Defence	
5) Choices & Decisions	
6) Friendship & Temptations	
7) Dialogue with Parents	