

Project Completion Report

Life skills and Employability Skills Training

for

Marginalized Community Girls / Women

Submitted To:

Commonwealth Educational Media Centre for Asia
(CEMCA)



CEMCA

By:



Content

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I. PROJECT CLOSURE COMPLETION REPORT - PURPOSE

The Project Completion Report is the final document produced for the Project and is used by Commonwealth Educational Media Centre for Asia (CEMCA) to assess the success of the project, make sure the placement of the students, resolve the problems associated with the individuals, and empower the women in all aspects.

This Project Closure Report is created to accomplish the following:

- Review and validate the milestone, performance, quality, and success of the project
- Ensure the listener is highly influenced
- Outline the task and activities required for the project
- Identify the Project highlights for future projects

1. Introduction

Commonwealth Educational Media Centre for Asia (CEMCA)

Commonwealth Educational Media Centre for Asia (CEMCA) was established in the year 1994 in response to needs expressed by Commonwealth countries of the Asian region for more effective utilization of educational media resources. The vision of CEMCA is to be the foremost agency in Commonwealth Asia that promotes media-enabled learning for development. CEMCA is also engaged in Skill Development for a better livelihood for youth.

The main activities of CEMCA:

- Developing and supporting the growth of community radio, and prompting content exchange and web radio
- Building capacity for OER-based e-learning, and improvement of quality of open and distance learning (ODL)
- CEMCA also plans to create models for sustainable community media and empower women in media literacy, health and leadership.

PCAST Profile (Since 1957)

Vision

A world where children & Women break out of poverty and lead fulfilling, rewarding lives, contributing positively to their community and to the world around them. PCAST believes in the saying:

“If the Women is Educated the entire Family is Educated”

“If the Women earns, she feeds the Society “

Mission

PCAST takes children and young people on a journey from a childhood of abject poverty and challenges such as child marriage and child labor, to a fulfilling life with a respectable livelihood, giving them better Education and training them for employability & self-employment.

Working with their communities and families, PCAST will deliver a program that teaches life skills and resilience. Working with their schools, PCAST will ensure that they attend school and their education is optimized.

As these children become adults, PCAST will work with them to ensure they have the right employability skills, get jobs and contribute to their communities. By enabling children to complete secondary education, delay their age of marriage, and skilling young people to be in jobs, and helping to move a generation out of the vicious cycle of poverty.

Life Skills – LST

Teaches teamwork, problem-solving, managing self, learning to learn, and communications to children and young people, helping them become more resilient and show higher self-efficacy in the face of destabilizers like child marriage. Life skills are defined as a set of psychosocial competence and personal skills that help people make carefully big decisions, communicate effectively with others, develop coping skills with surrounding circumstances, and manage oneself that leads to progress and success. Necessary life skills vary by a person's age and by culture and society.

Education Enhancement

Provides individuals with Education Enhancement that improves their basic literacy numeracy and their overall grades. To enhance existing schools with major infrastructure upgrades, teaching materials, supplies, and books. Each school's needs differ: some have roofs that are leaking, some need solar panels to provide electricity, some lack basic infrastructures such as chairs and desks. Often, kids can't continue to attend school because they can't afford the necessary uniform or supplies. All of the schools need restocking and updating of materials and resources. The Latitude Project traveled to both preschools and primary schools in 14 rural communities stocked with materials, paint, desks.... whatever it took to ensure that their schools are sources of dignity, pride, and social justice. Latrines were rebuilt, water systems installed, roofs and kitchens repaired, and more. Teachers + students participated in the process: sanding desks, varnishing, building latrines and wells... getting classrooms ready for a fresh new year. Past projects have proven that by rejuvenating the schools themselves comes a significant increase in student + teacher morale and drive to continue education.

Employability Skills Education

Includes financial literacy, digital literacy, spoken English and career awareness that will help young people to get a job of their choice, PCAST support in Skilling & Up-Skilling

Employability Skills: Employers are often looking for skills that go beyond qualifications and experience. Education and experience may make students eligible to apply for a job but, to be successful in most roles it needs skills that are likely to be developed over time. Some will be specific to the job, but the majority will be so-called 'soft skills that can be used in any job or employment sector. These soft skills are 'employability skills': they are what makes them employable.

As a general rule, employers are willing to teach someone the job-specific skills required, such as how to operate particular pieces of machinery or use particular computer packages that are very specific to that role or company. However, they usually want to see that employees are already have the other 'soft skills' before hiring, because for the employer it will be much harder to teach those skill set.

Community Connect

Engages with parents and the whole community to build support for children's & women's aspirations. Thus, helping them to complete formal education without any disruptions. The purpose of the Community Connect Program is to provide financial assistance in the form of grants to eligible applicants that will provide, on a "community -oriented connectivity" basis, broadband service that fosters economic growth and delivers enhanced educational, health care and public safety benefits.

1. What PCAST since 1957: -

PCAST served a small part of the humankind by:

- i. Health and Medical supplies (Eye operations & Dental Care)
- ii. Water and Sanitation with hygiene
- iii. Education for the needy (Books, fees, Food & accommodation)
- iv. Matching Grants for the marriages.
- v. Old age home – Food & health
- vi. Plastic Recycling- Eko Vision (Partner)
- vii. Emergency Responses like Floods & Droughts
- viii. Covid-19 PPE making and supports
- ix. Protection and safety

Social and Corporate Support:

PCAST makerspace assures co-creation and collaboration to deliver better results.

1. Workshops

These workshops aim to promote teamwork and a culture of innovation through activities that co-creations, teamwork, challenging, beyond-your-dream and innovations.

2. Mind changing creativity

These activities include motivation, leadership, mind-set, win-win situation set-up, do-it-yourself - DIY and make prototype from your ideas

3. Corporate Skill Development

Co-working station for corporate skill booster with win-win situation creation.

Covid-19 support:

- Hand-rub
- Face-shields
- Goggles
- Hand-washing station
- Foot-operated sanitizer dispenser
- Customized basin at your desired spot
- Small manufacturing
- Make almost anything

Humanitarian support

PCAST has the capacity of participating in any Humanitarian activities

2. The Objective of the Program

- I. To identify Rural, unemployed, BPL female students for implementing the Recognition of Prior Learning (LST-MC-CEMCA) programme.
- II. To understand the training need in the selected rural areas. Understand if the Colleges are looking for multi-skilling their students or are looking at a training programme which may train their unskilled students.
- III. Identify and mobilise 600+ Marginalized community girl / women students who require the training.
- IV. Understand their specific training needs.
- V. Design the modules as per the requirement.
- VI. Implement the 18 hours training programme at the selected collages.

- VII. Complete the Assessment process.
- VIII. Teaching them how to be trained online too.
- IX. Evaluate the outcome of the complete programme.

3. Life skills and Employability Skills Training for Marginalized Community Girls / Women

Life skills and Employability Skills Training for Marginalized Community Girls / Women (LST) is a process where students can use existing knowledge, skills and experiences gained through life experiences and/or other employment to demonstrate competency in particular unit/s/ Domain.

LST training will Help a student to acquire a formal qualification that matches their knowledge and skills, and if required up-skills/re-skills (through bridge courses) and thereby contributing in improving their employability, lifelong learning, social inclusion, and self-esteem.

LST programme recognizes the value of learning acquired outside a formal setting and provides a certificate for an individual's skills.

Many industries have been employing unskilled workforce. These employees learn to perform a task through experience and doing the job repeatedly. However, they do not get any formal recognition in the form of certification for their job roles. This is where LST helps them get assessed and certified on their current competencies.

Thus, LST is not only a programme which recognises the experiential skills acquired during one's job but also a platform wherein the attendees can acquire higher skills for doing their jobs in a better and productive manner.

Pre-training Activities

- i. Identification & mobilisation of 600 female students in the District of Prakasam, Andhra Pradesh (India), in which it is made mandatory that only girl & young women students who are jobless were chosen for training. Shortlisting of the candidates who are Economically Back Ward- BPL, Physically Challenged, Rural & semi-urban only with 18 years and above.

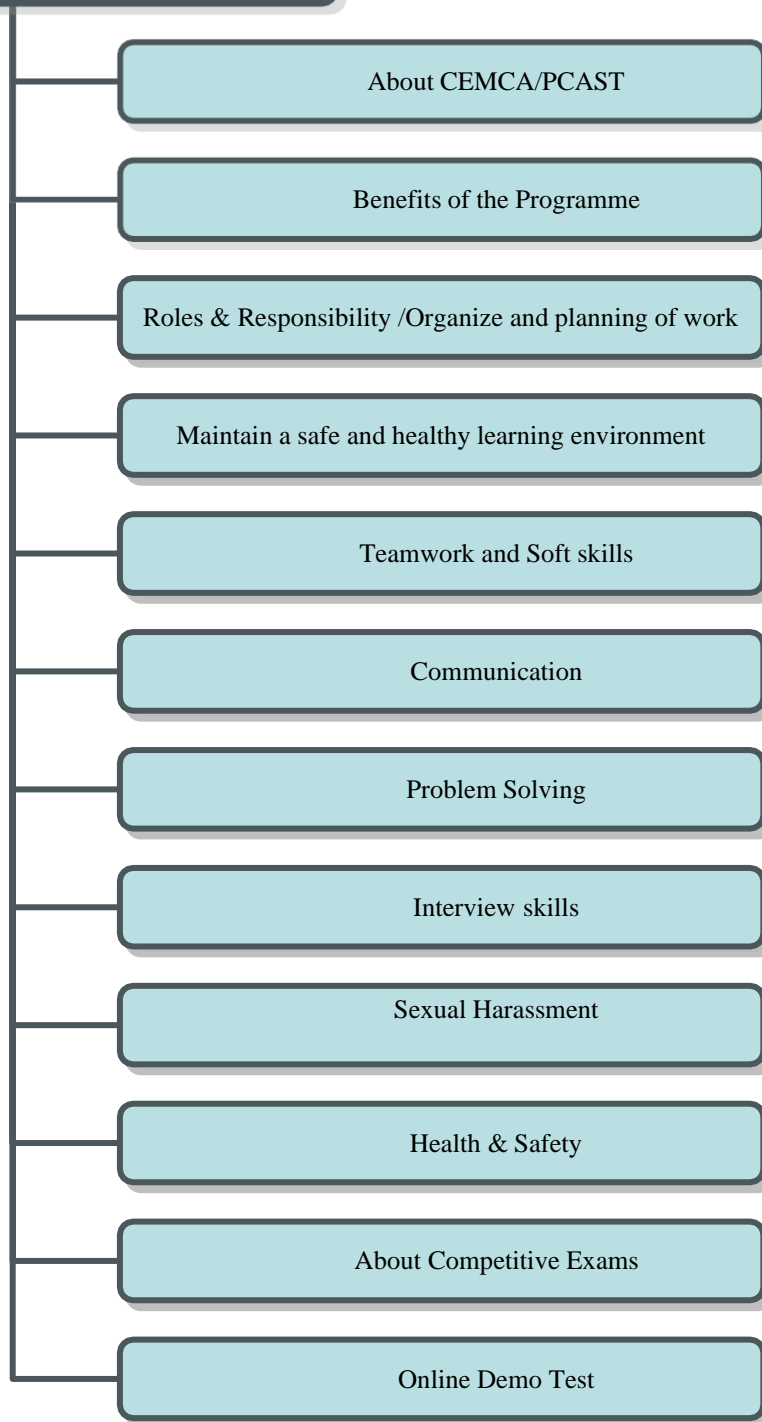
- ii. Training need identification
- iii. Short-listing of Qualification Packs based on the training need identification
- iv. Get the pre-training survey of each of the enrolled candidate and share the same with CEMCA.
- v. Preparing the training calendar
- vi. Briefing the trainer, HR facilitators & Police department
- vii. Preparing the online & offline tests
- viii. Arranging for a live interaction with the Add. S.P of the Dist

b) Training Activities

- The training was imparted by the trainer & the felicitor of the company



The 18 hours training program focusing on:



Day 1: Soft Skills & Team Works:

The workshop was inaugurated by the Chairman of the host institution. Later Secretary of PCAST briefed students about CEMCA and the outline of the workshop and the need of such a training program. For 1st session, **the** class was divided into 5 small groups. The first activity was the JAM session, (Just A Minute), each participant was given a chance to speak for a minute on any topic. They spoke in their mother tongue (Telugu) also if they could not speak in English. Later in the session students were asked to identify a role model to whom they want to speak to. Trainer asked them to choose one national & one state personalities who became renowned dignity from scratch and write a paragraph on each and speak in front of all.

Later every student was asked to select their choice of career and passion to pick and speak, these all helped students to improve their presentation and helped them to work in a team.

Later to improve their confidence and boost their morale, some success stories of females were narrated who crafted their careers against all odds and emerged as role models. Two examples used during the session were: **Hima Das**, the gold medal winner and IAS officer **Surabhi Goutham**. To motivate the participants, their struggles and career advancement were illustrated using short videos and PPTs. Youngsters perceive a range of individuals as potential role models, including celebrities and other famous people, family members, adult community members, teachers and peers.



Hima Das (India's Golden Girl)



Surabhi Goutham (IAS officer)

Outline of Session:

- Role Plays - Live examples
- Demos - Short videos
- Basics of speaking

- Listening Skills - Writing Skills - Resume building

Day 1, Session 2: Ethics, Values & Etiquette

Lots of younger generation nowadays don't believe in these things. Trainers ensured that few of the live examples in the society were spoken and recognized in a big way and the respect they get. There are stories of V.C. Raman, APJ Kalam, etc., Debates that came on live in Relationship, Corruption, Sports, Guru & Gurukulams.

Day 1, Session 2: Resume building:

The Importance of Writing skills is not only in the exams, but also most important in building our own resume by ourselves. Trainers started the session by giving the basic knowledge of preparation of their own resume. An explanation about the importance in resume building was highlighted. Importance of having hobbies. Why does the interviewer ask your strength & weakness? Why is the goal-setting important?

Importance & Difference of a job and a carrier. Vision of working. Knowing about the company you are interviewed. Trainers could clearly make the importance of the resume as the FRONT face of the candidate in absence.

Day 2, Session 1: Communication / Communication Skills:

1st session of day 2, trainers started with an activity, "pass on the whisper". This exercise involved, passing on the sentence having English, Telugu & Hindi mix sentence from one corner of the students to the end. Trainers made it mandatory not to ask again & not to repeat again. On a condition to whisper only once.

That was the big fun to students to understand and learn, what to speak, how to speak, which are the words to use, what pitch of the voice to use, how to tell, how to listen and above all how to be a good listener than a speaker.

- Grammar tips
- Use of articles
- Sentence framing
- Tenses
- Communication with words,
- Communication without words
- Signals / Sign language
- Expressions

A few more activities were conducted like "Guess the emotion"

This is a fun competitive game that's concerned with getting participants to

become more aware of their feelings or emotions. Participants are split into teams and act out an emotion, such as disgust, affection, fear, anxiety, embarrassment, anger, determination, etc. and the total group will try to guess what the emotion is

Students were divided into two teams. Place on a table (or put in a box) a packet of cards, each of which has a particular emotion Printed on it. These activities are so much involved by them that few were in tears and few broke down.

It is made mandated to students to come without books one day and get to know the difference, there was an exercise called Picture Identification to see their thinking ability.

The importance of Grammar and Punctuation marks is not only in writing but also in speaking & translating. Students got the value of the small words like A, An & The (Articles). Students got to know the difference between the 1st person, 2nd person & 3rd person. Where, when, and how to use it? etc.,

There were lot of games “Learning by Playing” in the afternoon sessions. In which students are allowed to guess the words, sentences and topics to understand with a very small clue. Trainers were keen on making the sentences by making students speak in multiple versions & visions.

Day 2, Session 2: Know your SWOT

SWOT analysis is a strategic planning method used to evaluate the Strengths, Weaknesses, Opportunities, and Threats involved in a Person to do other things along with education & exams. It involves specifying the objective of the business and identifying the internal and external factors that are favorable and unfavorable to achieve that objective.



Identified the students who are very weak in English communication and a lot of shortcuts and tips to improve English were given. The importance of knowing the foundation in the language, Errors, Corrections, Reading & Writing the language was explained in detail.

A session on “How to build self-confidence” within us, by making the students, Identify their Fears and Limitations for Self Confidence. Break down and identify why this fear affects oneself Confidence and esteem.

The most powerful was “Mimic confidence” – Imagine how you’d respond if you were fully confident. Few were energetic to Derive their confidence from the success of the past. Focus on continuous, iterative improvement for confidence – Feedback, change and repeat the cycle.

The moto of the program was successful in training them to ignore their past failures and use them only as a lesson and Build -A role model to develop a belief system to succeed.

” Define your journey and milestones which act as pointers of success to build confidence”

Day 2, Session 3: Self-Introduction

It was observed that a lot of the students were hesitating to say what their parents are, few not interested to say. With help of story-telling, they were motivated and advised to respect them, whatever they are, are always good since it’s their hard work only we are here, their sacrifices, their hard work, their intimacy, their care, their heartly feelings. It is made that the students realize, no job is less & No Job is BIG, Trainers explained with lots of examples, that “IT’S NOT THE BIG JOB OR SMALL JOB, ITS ALWAYS HOW YOU DO YOUR JOB, IS GREAT”.



Day 2, Session 4: Interview Skills / Confidence Building

There are students who are always having lot of wrong notions in their mind with interviews. Trainers made it mandatory to all the students to speak in English only, how much they can speak. Few of the students who are very poor in English, Trainers made a group and write it personally for each and then to come prepare for the next day.

Day 3, Session 1: Competitive exams Preparation

- IBPS – PG CET - MAT - CAT – RRB - Sachivalayam – SBI- Army
- Govt Exams - Central and State.
- Private & Corporate
- Job orientation Banks, Financial Service, and Insurance (BFSI)
- Sales and Marketing
- Finance and Accounting
- Human Resource Management
- Tourism Management
- Supply Chain Management
- Business Consultancy
- Investment Banking
- E-Commerce



Career Awareness: Employees are ultimately responsible for the development of their own careers. Employees control decisions such as whether to remain in the organization, whether to accept specific occupational assignments, whether to perform at acceptable levels, and even whether to engage in personal growth activities through training or professional continuing education.

Be Active on social media but don't be addicted to unwanted things Volunteering is a great solution if you're unemployed, but it could be also an interesting weekend option if you've got a full-time job. Whether it's online or offline, networking is crucial to establish your presence in the sector and build valuable relationships that can only help your reputation as a working professional.

For All Competitive Exams, the key is Schedule Planning, the most essential tool for any competitive exam is to use your presence of mind. Studying till the last moment can lead to stress and exhaustion.

Day 3, Session 2: Interview skills

It is made clear to understand the “Job & Career “Research your Dream Jobs” Certifying your skills is always a good idea. Since there is a value only by measurement

- Personal interview & Mock Interviews
- Written test
- Group discussion,
- HR rounds,
- Dress code,
- Eye contact,
- Body Language,
- Resume building & Mock tests

Written test: Quantitative, Analytical, Logical, Verbal, General Knowledge & English comprehensions, sample questions, old question papers and mocks are given.

In the Group Discussions, trainers were keen in giving the awareness of the sensitive issues and delicate matters, Trainers made it clear to know what is following the rules & breaking the rules.

The major responsibility of serving the society, Liven Relationship, ethically right or not? !/ money is important or family or Nation. Easy to live or tough to live. For the nation or for selfishness.

- Ethics in the profession, Personal & Key responsibility.
- Balancing, Family - Profession
- Balancing Money – Earning –Expenditure – Saving.
- Dress Code, the clarity to dress according to the event, situation & climate.
- Body language – energy – profession – sincerity.
- Trainers made a big chance in the training by giving them the online training materials

Sessions like: - *Sky is the Limit* and *Enough is Enough* made a good impact.

Prizes for the good performance, was encourages. Started doing SWOT to each and every individual: SWOT analysis is a strategic planning method used to evaluate the Strengths, Weaknesses, Opportunities, and Threats involved in a Person to do other things along with

education & exams.



Day 3, Session 3: Health, Safety & Stress

- Food habits- regular
- Stress management
- Hygiene
- Pandemic time
- Medication & Yoga
- Maintenance of sanitation.
- Diet- solid & liquid



Meditation offers a chance to stop, to take a break from our busy lives. During meditation, person get familiar with how the mind works and to get to reconnect with our bodies, and recognize the thoughts that are causing stress. These thoughts are often related to external events.

When meditation is done, new awareness or mindfulness can be cultivated which helps in clearly visualizing how inner self-talk and automatic tendencies of reacting, or overreacting, to certain situations cause stress. This new awareness then gives the opportunity to make changes in how we respond to difficult situations.

Physical Benefits of Meditation

- Improves quality of sleep
- Strengthens concentration
- Increases brain function
- Boosts immune system
- Regulates metabolism
- Reduces chronic pain
- Alleviates pain caused by tense muscles

1. SURYA NAMASKARAM
2. VRUKSHASAN
3. GOMUKHASANA PRANAYAMAM
4. ASANAS
5. KRIYAS
6. MANTRA JAPA
7. MEDITATION
8. PURVA UTHANASANA
9. SHALABASANA
10. DHANURASANA

Day 3, Session 3: Self-defence with Activities

PCAST was successful in getting the Additional S.P. to interact with the girls from the rural background. In the begging of the sessions lot of Girls where very annoyed to here that the Police are friendly and are there to help us and serve us better.

Trainers made a huge difference in the mind-set of the students, that they must be strong enough to Protect ourselves. They were empowered mentally to protect themselves.

To save & protect, one must be Mentally, Physically, Morally strong. Along with the facilities & Technologies which are in & around. So, a good update of the latest thing by the Apps, Technologies & police.

- Tips in martial arts – Short videos – Addl SP interactions
- Being strong- Mentally & physically – Food – Exercise – Meditation- YOGA
- DISHA App- uses – Safety & Security app – Govt of AP
- Police - Sessions - Videos
- Calling ambulance – 108 – Location – Reasoning – Explanation- requirements
- SOS calls - Driving – Helmets – Signals



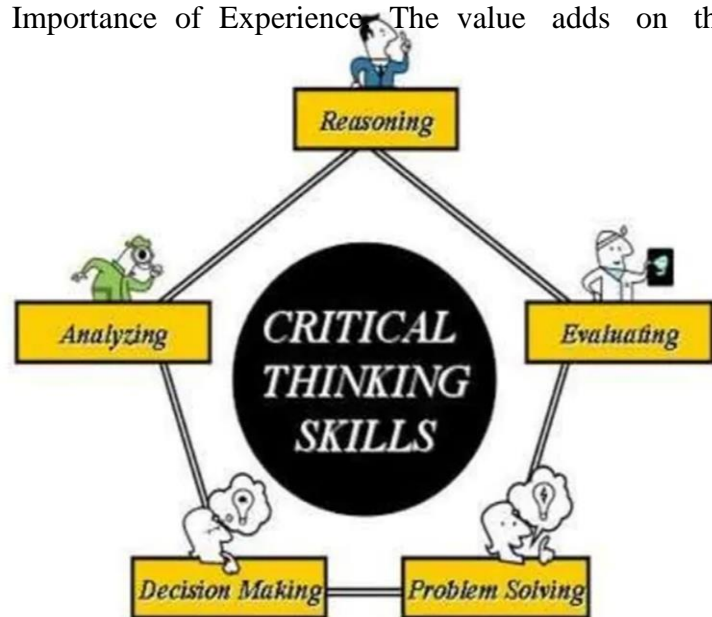
Day 3, Session 3: Team-work and Critical Thinking

There are students now a days think that only their winning is the winning, the education system is to be made more euthenics to say the younger generation not to be too much selfish. Lot of students are dominating in the sessions of GD- Group discussion, they are not letting anyone else to speak.

They are made to know that the winning is not your personal; it's the team to perform and to win. The Importance is said to consider the team as your family and travelling in the ship. If you can protect the ship as a whole only all are saved.

Students got to know the importance of the meetings in the corporate level, The outcomes, The upgrades, The knowledge sharing, The Importance of Experience, The value adds on the Analysis, Statistics examples, etc.

- Advantages of group study/ GD
- Interaction with people / Evaluating
- Knowledge sharing
- Seminars & Value Additions
- Interaction & Analysing
- Hand-outs



4. Training Outcome

Post completion of 3 days' workshop participants were enrolled for online sessions on **COMPETATIVE EXAMS** for 3 months, Subjects like Quants, Analytical, Logical, Verbal, Comparatives, Reasoning and GK were taught. For Any doubts, trainers are always accessible to the students on-line.

All 600 participants have been registered on English stroke portal in month of Oct 2021 and all participants completed the Level 1 & 2(**Beginners & Intermediates**) spoken English course by 30th Jan 2022. This course has been internationally recognised by "**BRITISH COUNCIL**".

Each consisting of 10 units per level.

- Conversations with Videos

- Grammar Videos
- Player Profiles
- Video Anecdotes
- Listening & Speaking Activities for all.
- Less rejection in Interviews
- High efficiency, extra knowledge on Competitive Exams
- Students knew only the regular academic exams till now but are now aware of the state & National level job openings.
- Health and Safety at Home, Collage & workplace
- Guidance about the career growth within an organization.
- Working towards common goal and teamwork spirit Improvement in the Confidence of individual

5. *Trainer/ Speaker Name*

S.No.	Trainer's Name	Trainer Expertise
1	Prof. K. Arjun	Soft skill, Interviews and team work
2	Dr. Alok Pandy	Communication& Critical thinking
3	Dinakar R S	Ethics, Rules & Problem solving
4	Revathi P	Interview skills
5	Rekha Reddy T L	Competitive exams – Do's & Don'ts
6	Sahana S	Health, Safety & Stress
7	Ashok Babu – (Superintendent of Police)	Self-defence & S R
8	Mr. Venkateshwara Rao	Teamwork and communication

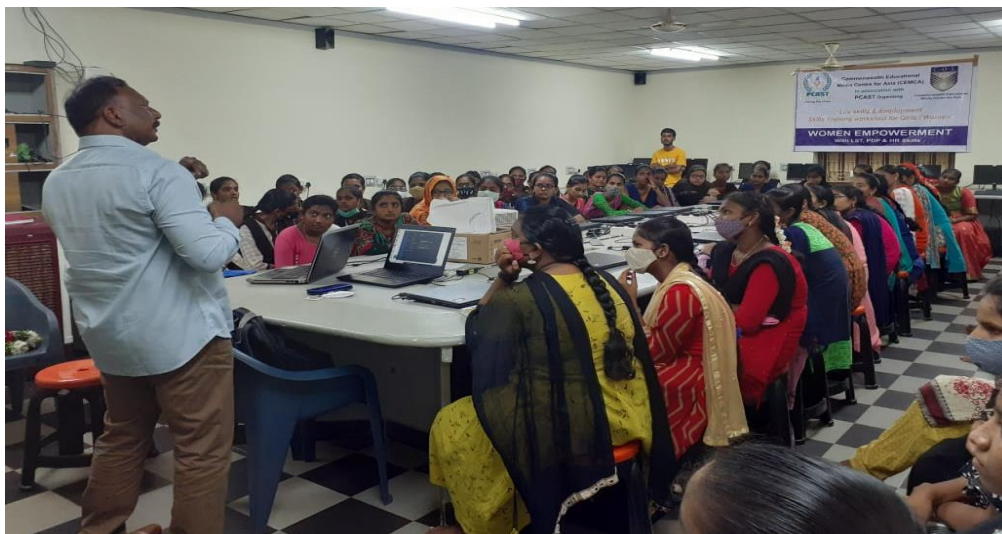


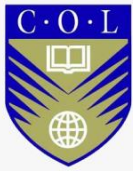
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Life Skills & Employment Skills Training Workshop for Girls / Women Women Empowerment with LST, PDP & HR Skills



PHOTO GALLERY





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PHOTO GALLERY





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PHOTO GALLERY





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PHOTO GALLERY





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Life Skills & Employment Skills Training Workshop for Girls / Women Women Empowerment with LST, PDP & HR Skills



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