

**The curriculum for the three Course Units on Career Development
offered by CGU
for the first, second and third year undergraduates
on the request of relevant Faculties, Department or Units
(the courses can be offered with credit values or as noncredit compulsory
courses)**

**Career Guidance Unit
Wayamba University of Sri Lanka**

Year 1 – module 1

Aims and Contents:

This part of the course is designed to impart basic skills needed for successful knowledge acquisition and developing effective relationship and attitudes usable during the subsequent years in the university. The course will also create awareness on prevailing trends in the future roles, upon graduation and entering the ‘world of work’.

The course could be taught in a classroom environment using lectures, work book type exercise and group work. It is also possible to impart some of the skills in 2-3 day workshops. Workshops are better suited for changing the attitudes of the participant and making them adopt new behaviors as a result of greater self-awareness achievable in a workshop setting.

- Introduction to Career Development
 - Taking personal responsibility for self-development: self-driven and life-long nature of career development; using motivated behavior for future success
 - Current and emerging trends in the local and overseas job markets for graduates
 - Forces driving the new economy and ways to capitalize on available opportunities
- Making the best opportunities available to university students within and outside the campus for career development
- Effective transition from school to university
 - Attitudes needed for success in university and subsequent world of work
 - The art of living with others and developing effective relationship
 - Understanding industry expectations for fresh graduate; Self-evaluation of students’ awareness, attitude and attributes
- Effective study skills and motivated goal-directed learning
- Personal organization and life management:
 - Time management
 - Managing stress and handling interpersonal conflicts
 - Achieving and balance between mind, body and spirit
- Programming for future success:
 - Personal SWOT analysis
 - Developing a personal vision
 - Goal setting

Year 2 – module 2

Aims and Course Contents:

This part of the course imparts a broad understanding of how organizations function and consolidates the knowledge obtained during the first year and adds new skills and knowledge needed to prepare the students for a career in a chosen sector.

Note: Faculties / departments which teach organizational management or organizational behavior as subjects in their regular academic programs may substitute the relevant sections with other relevant topic or expand other areas listed here.

- Understanding organizations and how they function:
 - Roles and functions of managers
 - Understanding management styles and getting along with your supervisor
 - Organizational culture / climate
- Understanding leadership and its role in modern organizations
 - Leading vs managing
 - Important leadership theories and key issues related to exercising leadership
 - Motivating people at work: Influencing and persuasive skills
 - Employability skill: understanding important transferrable skills and their relevance to the world of work and personal development
 - Effective personality attribute for a leadership role
 - ✓ Creating sustainable competitive advantage: Personal branding
 - ✓ Impression management
- Understanding effective team work:
 - Synergy
 - Resolving team conflict
- The concept of emotional intelligence

Year 3 – module 3

Aims and Course Contents:

The course content of the 3rd year is designed to cater to immediate and future needs of the fresh graduate in the ‘world of work’, and builds on already imparted knowledge during the preceding two years. Lectures, workbook type exercises, interactive multimedia, self-assessments, case studies and group work may be used to teach this part of the course.

- Habit of effective people (Covey’s seven habit of effective people)
- Effective interpersonal communication: Eric Bern’s transactional analysis
 - The concept assertive behavior and the use of assertive techniques; Dealing with difficult people
- Dealing with conflict
 - Conflict resolution modes
 - Principled negotiation
 - Meditation skills
- Effective decision making
- Making effective presentation
 - Persuasive communication
 - Understanding the role of verbal and non-verbal communication
 - Overcoming speech apprehension
- Projecting the right image:
 - Role of dress code
 - Grooming for success
 - Effective mannerism and etiquette
- Preparation of CV and cover letter
- Guidelines for facing job interviews