

Preface to Revised Edition

The subject of Employability Skills introduces several soft skills and entrepreneurial talents to the budding Craftsmen, guiding their path along the line of progress. This subject covers a variety of topics and the resulting confidence gained by the future professionals will make them pioneers in their work areas.

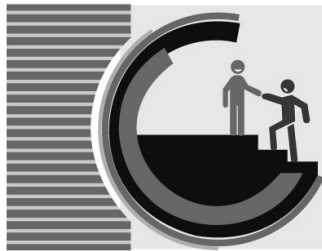
Directorate General of Training (DGT) under the Ministry of Skill Development & Entrepreneurship has incorporated the concept of competency based curricula and the curricula of all CTS trades have been made NSQF (National Skill Qualification Framework) compliant. DGT has revised the curriculum of Employability Skills and the following 12 Modules have been re-aligned. The present book is for all One Year trades, covering the curriculum for 120 Hrs. One Year training.

1. **Introduction to Employability Skills**
2. **Constitutional values - Citizenship**
3. **Becoming a Professional in the 21st Century**
4. **Basic English Skills**
5. **Career Development & Goal Setting**
6. **Communication Skills**
7. **Diversity and Inclusion**
8. **Financial and Legal Literacy**
9. **Essential Digital Skills**
10. **Entrepreneurship**
11. **Customer Service**
12. **Getting ready for Apprenticeship & Jobs**

In this latest revised edition, all the above Modules have been incorporated according to new syllabus making this book all the more useful to successfully pass the Annual A.I.T.T. exams. For this large number of **new NIMI-based** MCQs have been provided in each module.

Thus this book, complete in all respects should, we hope, fully serves the needs of instructors and especially the trainees to thoroughly understand and learn and prepare for the trade test with confidence.

Undoubtedly we would welcome suggestions from our esteemed readers for further improvement of this volume.



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