



ST FRANCIS DE SALES COLLEGE

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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Certificate Course Report 2020-2021

Title of the Course: Mentoring Skills in career

Date of Commencement: 22nd February 2021

Course Facilitator: Ms. Mamatha K, Dakshina U Kanthy, Ms. Shamala R

Course Objectives:

Certificate course on Mentoring Skills would support students on building their leadership skills. The structure of the course details every aspect related to mentoring in workplace. Students would be highly benefitted in using mentoring skills to work with fellow mates, deal with any situation and people at workplace, improve their interpersonal skills, improve communication skills and improve their career performance. Certificate on Mentoring Skills would strengthen the resume of students, as these skills would be highly beneficial in training and improving the performance of mentees/employees in the workplace.

Course Structure:

Mentoring skills sounds familiar, but the actual functioning of it is unknown. Postgraduate Centre initiated to offer Certificate Course on Mentoring Skills for Career for Undergraduate and Postgraduate Centre students to train them in mentoring skills and build the strength in them to be mentors. Prof. Mamatha K, Asst. professor, Dept. of Psychology designed the syllabus and faculty of Dept. of Psychology handled the sessions. Course was designed in such a way that it would be taught in 40 hrs sessions. Both theory and practical were part of the course design. Entire program was categorized into 3 Modules. Each module having 10 units each. Practical was also part of the syllabus. Theoretical teaching of mentoring skills is not sufficient, practical experience will help students to relate to situations and work effectively. Hence, students were made to practice the skills taught theoretically for mentoring. The recorded sessions were to be uploaded in the google

classroom. The Certificate Course on Mentoring Skills for Career has been designed to enable students to build their mentoring skills, bring awareness about the important skills required to be an efficient mentor, role of mentee to deal with them, procedure, process, termination, application of skills in different areas of workplace and practical experience of the learning.

Assessment Scheme

Module – I	Module – II	Module – III
Class Videos – 7	Class Videos – 7	Class Videos – 7
Assignment – 2	Assignment – 2	Assignment – 2
Online Quiz – 1	Online Quiz – 1	Online Quiz – 1

SI. NO.	Activities	Marks
1	Attendance	75% compulsory
2	Assignments	10 marks
3	Quiz all 3 Modules	20 marks
4	Total Internal Examination	30 marks
5	Final Examination - Online Quiz	70 marks
6	Overall Marks (30+70)	100 marks

- The students should be informed about the modalities well in advance.
- A student attend 75% of the class will be eligible for writing examination.
- After completing Module, I, II and III of syllabus, assignment and quiz shall be given to understand the learning level of students.
- After completion of 100% syllabus a theory exam for 70 marks as external exam shall be conducted by the facilitator.
- The students attend both the internal and external exam and score 40% marks shall be considered for the course completion certificates.
- If a student fails or absent for the exam shall reappear the exam within the allotted time to complete the program.

Course Delivery:

The course started on 22nd February 2021. Google classroom was created and the link was shared for students to register for the course. 145 students in the campus had registered for the course and 138 students successfully completed the course. The course was conducted through online for the safety of the students due to pandemic. Students were taking sessions online. Every day audio and video lecture were shared in the google classroom. Weekly assignments and assessments were posted. Each registered student was highly benefitted by the course.

Link of the Google Classroom:

<https://classroom.google.com/c/Mjc5MzcwNzY1MDQ4>

Outcomes:

The objective of the course was to enrich students with mentoring skills. The structure and delivery of the course content was effectively utilized by the students. Registered participants were benefitted by the Certificate Course. Students became aware of mentoring process, practice and benefits of mentoring for both mentor and the mentee.



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