INNOVATIVE ACADEMIC INTERVENTIONS SEREIS-3: SKILL LAB MANUAL
(OUTLINE)
Department of Social Work
Maulana Azad National Urdu University, Hyderabad

S. No.	Broad Skill	Activity	Broad Skill	Activity	Broad Skill	Activity	Broad Skill	Activity
1.	COMPONENT 1: COMMUNICATION Facilitator: Md. Shahid Raza	Cross Introduction	COMPONENT 2: SENSITIVITY Facilitator: Mohd. Shahid	Visual Narrative (Caste Issues)	COMPONENT 3: ANALYTICAL Facilitator: Md. Aftab Alam	Who am I	COMPONENT 4: TECHNICAL Facilitator: Md. Israr Alam	Community Mapping
2.		Extempore		Agree-Disagree (Gender Sensitivity)		Visualizing Future		Group as Vehicle
3.		Chinese Whisper		Collage (Religious Identity Markers)		Paraphrasing		Sociogram
4.		Fishbowl Discussion		Noun versus Adjectives (Call Names)		Reading/Viewing Contents		Problem Tree
5.		Communication Without Looking		Force Field Analysis		Expanding		Force Field (Problem-Solution)
6.		Role Play (Client-Worker Relationship)		Story Narration/*Dastangoi* (Poverty & Multiple Marginalization)		Interpreting/Predicting		Project Action Plan
7.		Crazy Comic		Folktales (Othering)		Referencing		Project Proposal
8.		Listening Questionnaire		Proverb Inventory		Analyzing (Subject-Verb)		Budgeting
9.		Nonverbal listening Test		Role Play		Analyzing (Ethical Responsibilities)		LFA
10.		Communications Style		Sensitivity Quiz		Meaning Making		Project Appraisal

Skill Lab Component I: Communication

Facilitator: Dr Md. Shahid Raza, Associate Professor, Department of Social Work, MANUU Hyderabad

Broad Skill	Goal	Activity Code	Activity	Specific Objective	Indicators of Skills Acquired	Tool	Level
Communication	**To develop and enhance verbal and nonverbal communication skills for social work practice.** **To develop confidence and coherence in articulation, interpretation and presentation across different stages and actors of communication.** **To appreciate diversity in communication styles and patterns.**	C/I/C/1	**Cross Introduction**	Develop ability to introduce and present one-self	Self confidence	Introduction pointers	Interpersonal
		C/I/C/2	**Extempore**	Ability to express, articulates, and reflects promptly	Impromptu response	Themes / Topics	Group
		C/I/C/3	**Chinese Whisper**	Improving effective listening and understand communication barrier	Attentive listening and response	Written script	Interpersonal and Intra-Group
		C/I/C/4	**Fishbowl Discussion**	Observe, analyze and learn from dynamic group interaction	Group communication	Topics / Themes	Inter-Group
		C/I/C/5	**Communication Without Looking**	Understand the importance of eye contact and body language for effective communication	Non-verbal communication	Themes	Intra-Group
		C/I/C/6	**Role Play (Client-Worker Relationship)**	Understand and appreciate the issues in Client-Worker Relationship Refine skills of articulation and presentation with warmth	Comfort in Dialogue and Presentation	Scripts	Interpersonal
		C/I/C/7	**Crazy Comic**	Communicate ideas with others and make group decisions based upon discussion	Decision making skill	Themes	Intra & Inter-Group
		C/I/C/8	**Listening Questionnaire**	Help participants better understand their weaknesses and strengths as listeners	Listening skill	Handout	Intra & Inter-Group
		C/I/C/9	**Nonverbal listening Test**	Critical issues in nonverbal communications with others.	Non- verbal communication	Handout	Interpersonal communication and Group
		C/I/C/10	**Communications Style**	Appreciate the fact that different people have different communications styles and each has his or her own unique characteristics of communicating with others	Diverse communication patterns	Handout Communicate simple manner	Inter-group and group

Skill Lab Component II: Sensitivity

Facilitator: Prof Mohd. Shahid, Professor, Department of Social Work, MANUU Hyderabad

Broad Skill	Goal	Activity Code	Activity	Specific Objective	Indicators of Skills Acquired	Tool	Level
Sensitivity	To develop sensitivity to identity constructions and locate discrimination/ bias /prejudice/ stereotyping on the basis of caste, disability, ethnicity, gender, religion, region and other categories of Othering To develop sensitivity to social work values and appreciate ethical responsibilities of a professional social worker To develop skills to express and articulate values of social justice and human rights	C/II/S/1	**Visual Narrative (Caste Issues)**	Understand naturalness of caste based discrimination and its detrimental effect on oppressed groups	Caste sensitivity	Documentary Film	Group
		C/II/S/2	**Agree-Disagree (Gender Sensitivity)**	Understand gender constructions and identify gender based discrimination	Gender sensitivity	List of Statements	Intra-Group
		C/II/S/3	**Collage (Religious Identity Markers)**	Appreciate diversity in religious identity markers and locate the construction of negative attitudes around these markers	Sensitivity to religious diversity	Collage	Intra & Inter-Group
		C/II/S/4	**Noun versus Adjectives (Call Names)**	Understand how persons with disability are addressed/called and how these call names normalize discrimination against them	Sensitivity to disability issues	Listing and Reflection on Call Names	Intra & Inter-Group
		C/II/S/5	**Force Field Analysis**	Understand enabling and disabling factors in upholding values of worth & dignity, social justice and human rights	Appreciating social work values	Force Field Analysis	Inter Groups
		C/II/S/6	**Story Narration/*Dastangoi* (Poverty & Multiple Marginalization)**	Understand that poverty is not singular and marginalization is multi-layered	Understanding the dynamics of multiple marginalization	Select Story	Group
		C/II/S/7	**Folktales (Othering)**	Understanding how the Other is constructed and internalize with special reference to caste/ethnicity/religion	Understanding identity construction and locating oppression	Folktale Recollection	Intra & Inter-Group
		C/II/S/8	**Proverb Inventory**	Understanding how stereotyping is done and oppression institutionalized (special reference to gender/caste)	Decoding stereotyping and oppression	Listing Proverbs and Group Reflection	Intra & Inter-Group
		C/II/S/9	**Role Play**	Experience and realize that upholding progressive values require consistent effort	Ability to introspect and adhere to progressive values	Role Play (Social Worker's Introspection)	Group
		C/II/S/10	**Sensitivity Quiz**	Appreciate and articulate values of social justice and human rights	Reflecting anti-oppressive values	Quiz	Intra-Group

Skill Lab Component III: Analytical

Facilitator: Dr Md. Aftab Alam, Assistant Professor, Department of Social Work, MANUU Hyderabad

Broad Skill	Goal	Activity Code	Activity	Specific Objective	Indicators of Skills Acquired	Tool	Level
Analytical	**To develop ability for introspection, reflections and decision making** **To develop ability to read text/language/situation and make sense of it for social work practice**	C/III/A/1	**Who am I**	Understanding Self	Introspecting, accepting and appreciating self realities	Listing of Traits	Self/Interpersonal
		C/III/A/2	**Visualizing Future**	Developing goal setting ability	Rational Decision Making	Listing future goals	Self
		C/III/A/3	**Paraphrasing**	Finding the essential elements of given contents and learn to use own words to express opinion	Synthesizing the sources to support arguments	Selected Paraphrases	Self
		C/III/A/4	**Reading/Viewing Contents**	Identifying the main points in the contents and give reasons to support it.	Ability to take stand/position rationally	Selected Video/Paragraphs	Self
		C/III/A/5	**Expanding**	Developing resentencing ability	Reframing the contents	Short Statements	Self
		C/III/A/6	**Interpreting/Predicting**	Developing ability to analyze from the given source	Reaching to the real text/Situation	Text	Self
		C/III/A/7	**Referencing**	Developing linkages and referencing abilities	Number of dimensions relating with the topic/statement/issue	Selected Topics	Intra-group/Inter-group
		C/III/A/8	**Analyzing (Subject-Verb)**	Determining the core meaning	Analyzing cause-effect relationship	Selected written materials	Inter-group
		C/III/A/9	**Analyzing (Ethical Responsibilities)**	Understanding ethical responsibilities of Social Worker	Indicate and appreciate ethical responsibilities of social worker	Text/Fieldwork Report	Inter-group
		C/III/A/10	**Meaning Making**	Understand how meaning is constructed	Ability to locate power dynamics	Video Clips/Text	Group

Skill Lab Component IV: Technical

Facilitator: Mr Md. Israr Alam, Assistant Professor, Department of Social Work, MANUU Hyderabad

Broad Skill	Goal	Activity Code	Activity	Specific Objective	Indicators of Skills Acquired	Tool	Level
Technical	To acquire skills of Social Work Intervention at the community and agency level, develop project proposals and operationalize action plan To develop skills in involving and organizing people	C/IV/T/1	**Community Mapping**	Develop ability to understand community and its resources	Understand community and resources	Community Map	Inter-Group
		C/IV/T/2	**Group as Vehicle**	Understand importance of group affiliation, acceptance and trust building	Group acceptance and trust building	Game	Inter-Group
		C/IV/T/3	**Sociogram**	Develop ability to understand pattern of group interaction affinity and collective decision making	Understand group interaction pattern and facilitate decision making	Sociogram	Inter-Group
		C/IV/T/4	**Problem Tree**	Establish cause-effect relationship among problems and setting specific objectives to address problems	Ability to establish logical relation among problems	Problem Tree	Inter-Group
		C/IV/T/5	**Force Field (Problem-Solution)**	Understand, find and select effective solution to problems identified	Ability to identify pin pointed solution to problem	Force filed	Inter-Group
		C/IV/T/6	**Project Action Plan**	Chalk out exact activity/set of activities for the attainment of specific objective/s	Listing and systematic arrangement of objectives & activities	Objectives-Activities listing & clustering	Inter-Group
		C/IV/T/7	**Project Proposal**	Understanding and knowhow about the issues and steps involved in proposal writing	Ability to formulate project proposals	Proposal Outline/s	Inter-Group
		C/IV/T/8	**Budgeting**	To understand, assign and structure the project requirements and budgetary heads	Budgeting skills	Budget Heads Template/s	Inter-Group
		C/IV/T/9	**LFA**	Establishing logical coordination among objective, activity and output/outcome of Project Proposal	Drafting of log frame matrix	LFA Template/s	Inter-Group
		C/IV/T/10	**Project Appraisal**	To understand and appreciate projects idea/concept and examine the gaps	Critical evaluation of project components	Appraisal Template Desk & Field	Inter-Group