



Art of Living

Developed by:
Md. Sabur Khan &
Syed Mizanur Rahman

Daffodil International University

Art of Living: *For Exploring the Beautiful World*

It has been perceived from different evaluation that intellectual ability needs to be exercised in an effective way through scheduled practice and performance.

Success comes not just from the knowledge and skills but also from behavior which can create distance between success and failure. And we can achieve expected behavior only by learning and unlearning ways of thinking that finally craft body language and ensure effective living in this beautiful world.

Objective of the course

Students will achieve ability to understand life positively in personal, family and professional levels by joining this course.

Final Outcome

Globalization of trade has produced massive positive and negative externalities. Too much dependency on technologies and consumption philosophy beyond capacity finally play a role on destructing humanitarian qualities. Virtue and honor are essential qualities which empower individuals to strive to improve themselves and their societies. The very need for virtue and character formation is applied across the cultures and social strata. In this course, Students need to listen to multi chrome conversations from all voices and stories with empathetic perspective.

This course will expand our ability to understand the experiences of everyone, even with those we do not share ideas, thinking. Optimally, the humanist achieves Aristotle's goal of developing the appropriate emotional responses to the needs of society and the troubles of others. The humanists (both the instructor and learner) help to create empathy, broaden the conception of people, moral concern, a sense of honor and decency, and strengthen responses to unjust conditions.

Without humanitarian qualities, the drive for profit in global trade becomes the sole guiding principle of public policy and action. Humanities help to foster a public rhetorical discourse that promotes an emerging truth rather than a set, monolithic goal of profit or personal benefit regardless of everything. Humanitarian qualities will be basic tools for enjoying the journey from "I" to "We" to promote effective living in this precious world.

Finally, this course will nurture students for becoming by good human beings. Moreover, students will achieve competency to cope with rapid changing world considering university as a place and platform to create knowledge and skills for their meaningful survival.

Implementation Notes

Parent's involvement in the Course

Parents will be involved in this course conduction at the initial level of course during the chapter "Parents: Life & Living" with an objective for exploring three dimensional relationships for lifetime growth.

The special session will be about 3 hours where students will be getting scope to utilize 1 hour and parents 2 hours, where the respective course teacher will be the moderator to ensure interactive session all through.

Field work

A number of field & home work will be organized in mutually agreed manner throughout the course.

Dedicated Course Website

A dedicated website for this AOL will be maintained where students will enter with their specific log in ID and password and can post and participate interactively to enrich their knowledge. All data and all contents will be preserved for future reference and case study. All contents developed at the time of study and as demand of the AOL will be the asset of the AOL. A certain part of website will be open for all as well.

We will utilize You tube link for getting footage and clips to ensure the right information and interactive feelings. We must not use any copyright document and video without proper permission, if needed we must comply with the copyright law.

The interactive website will be designed also to keep students active all the way of life for becoming global citizen with local understanding and empathy. A logo will be designed to use in every step including badges in different manner.

Assignment and presentation tips

Students will be asked for using Google to search and find enter-educative tools including slides, documents, movies and others for every chapter. Relevant films and video clips will be downloaded by respective students to explore global learning opportunities from the sky.

Best collections will be evaluated by peers as a part of peer evaluation and those will be uploaded at Art of Living website as a part of assignment. Final presentations will be done by students with proper guidance from respective course teachers.

The final objective of this policy is to make DIU students independent learners who can work confidently from any part of the world. Teachers will teach students online data management and net search techniques as per need.

Personal website

A template will be provided from the university with some conditions. Detail about this facility will be available through respective course teacher.

Special notes

Audio visual documentary will be done on life and living of some self made personnel from the country and abroad to show students. Respective course teacher will be active in collecting new history and development news for beloved students.

Evaluation System

- Class attendance and Participation : $7 + 7 = 14$
- Quiz/Test(02) : $= 16$
- Assignment and Presentation (involving external): $10 + 10 = 20$
- Midterm : $= 20$
- Final examination : $= 30$

Total = 100

References:

1. Nash, Robert J., Answering the Virtue crats: **A Moral Conversation on Character Education**, New York, Teachers College Press.
2. Lickona, Thomas, Education for Character : **How our schools can Teach Respect and Responsibilities** , New York, Bantam Books, 1991.
3. Fred |newman and Phyllis Goldberg, **Performance of a Lifetime: A Practical Philosophical guide to the Joyous Life**. Castillo International Inc, 1996
4. John S. Mackenzie, **A Manual of Ethics**, Surjeet Publication June 2004
5. Md. Sabur Khan. Syed Mizanur Rahman, **Art of Effective Living Manual** ,Daffodil International University, 2012
6. Dr. Ranjit Singh Malhi. Make Yourself Employable
7. Islam, Yousuf M, Mind Mapping and Student Organizer(Teaching Materials), HRDI-DIU 2012
8. Audio visuals of Role play, good presenter's speech from Bangladesh, success story, biography of selected personnel etc.

Contents

Lesson- 1:	Coming Out of the BOX.
Lesson - 2:	Learning to Learn.
Lesson - 3	Parents, Life and Living.
Lesson – 4	Etiquette, Personal Behavior and Professionalism.
Lesson - 5:	Self Esteem and You.
Lesson - 6:	Essential Skills for 21 st Century.
Lesson - 7:	Impression Management: <i>Who I am and how people know me!</i>
Lesson - 8:	Style of Living; <i>Youthful living, Balanced living, Meditation and Holistic mindfulness</i>
Lesson - 9:	Mind Mapping and its Impact on Life and Living.
Lesson - 10:	Transforming Failure into Success.
Lesson - 11:	Psychosocial Support, Emotional growth and Personality.
Lesson - 12:	Benefits of Ethical Living.
Lesson - 13:	Transforming Conceptual Learning into Action.
Lesson - 14:	Time and Financial Management.
Lesson - 15:	Career Plan.
Lesson - 16:	Presentation Skills Anywhere: <i>job interviews or for becoming entrepreneur.</i>
Lesson - 17:	Job, Work and Business Search Techniques in the 21 st Century
Special Session:	At the initial stage of the course Special session for socialization will be organized and parents and guardians will be invited for this session.

Coming OUT OF THE BOX

Lesson-1

Objective

To motivate student's mind for cherishing a new way of thinking for better living.

Contents to be covered

Stepping out of the comfort zone and discovering self, knowing how life is faster than theories, coming out of the box.

Overview and Rational

This introductory chapter is to engage students in divergent thinking and involve them in a thought process or method used to generate creative ideas by exploring most possible solutions.

Most of the people have a desire to be comfortable and stay safe. Trying something new can seem scary and not worth the effort. However, full enjoyment and fulfillment comes in those moments we step out of the comfort zone that we call out of the box.

If we think back to the most meaningful, amazing moments of our life starting from childhood we can relate the relevance of the topic. Trying something new and unfamiliar brings extra excitement and emotion around any event. May be we lose power of changes or excitement in searching new things with the duration of age.

Stepping out of comfort zone doesn't have to be a death-defying adventure. It could be something as simple as traveling to a new place, new way of thinking or new style of living.

Considering 21st century and stresses coming out from market and socio political economic arenas young people deserve to learn a new way of thinking to evolve self esteem to take their own decision for better living considering everyone's personal limitations.

Mode of class conduction:

Interactive discussion followed by relevant slides and handouts.

Materials:

Lecture, case, group discussions and PowerPoint Slide "OUT OF the BOX"

Lesson-2

Learning to Learn

Objectives:

- To prepare students ready to learn meaningfully with a proper understanding about importance of unlearning in learning for continuous growth besides traditional learning.
- To create synergy of learning and unlearning for effective development and living.
- To create ability to glean knowledge and skills from reading, watching and analyzing to make learning circuit functional.

Contents to be covered:

Key concept/tools to learn and unlearn, developmental learning for continuous growth

Overview and Rational:

If we think about learning to have two components: one that leads to tool building (information and knowledge) and another that leads to wisdom and transformation (subjective learning), unlearning is extraordinarily important component of the second kind. So the phrase 'learning to learn' is more closely related to unlearning though the focus is 'freeing from what we have learnt' that keep someone non-judgmental in learning and de-learning.

For example for evolving humanitarian qualities we must unlearn racism, intolerance, unhealthy criticism, jealousy and so on.

Mode of class conduction:

Interactive discussions followed by relevant slides and handouts.

Materials:

PowerPoint Slide “Learning to Learn” and “Unlearn & Liberate Yourself from ill learning”

Lesson-3

Parents, Life and Living

Objectives:

- To understand parenting and their empathetic bondage by extracting from past, bearing present and exploring future by involving them directly
- To uphold self esteem, confidence and self-driven quality for evolving leadership quality.



Contents to be covered:

Contents will cover basics of parenting, relationship and values of empathy, relationship that we can't ignore in living in this beautiful world. Moreover, socio-economic condition of the country where opportunity cost is very high for many of the parents in creating children's future will be focused.

Overview and Rational:

May be the extreme truth finally needs to be taken in consideration that no one can take care at you entirely without YOU. This chapter will help students to understand about self-guardianship that we can learn from parents.

Normally, in our culture we love to blame others for any failure or hide till other people pointing us. At the end of this course, DIU students will achieve capability to practice bossing on him or her confidently for cherishing individual dream where parents will be happy to feel confident too.

There are very good number of reasons or rationales for the inclusion of this chapter:

- Parents know their children better than anyone else;
- Parents have the most complete understanding of a child's physical, social, developmental, and family history;
- Parents are the only adults in the educational process who have been and will continue to be deeply involved throughout the career; and while they may not be educators themselves, they bring their years of experience in other professions and aspects of life to the process.

Mode of class conduction:

Interactive discussions in presence of parents or legal guardians with students will be followed by relevant slides and handouts. Finally, students will know their parents deeply for creating an emotional and professional bridge between parents and their sons/daughters.

Special note: This class will be held at any bigger room or auditorium in presence of each student's parents or legal guardians.

Materials:

- PowerPoint Slide “Relationship WE can’t ignore” and “Who is my boss?”
- Short films

ETIQUETTE

PERSONAL BEHAVIOR & PROFESSIONALISM

OBJECTIVES OF THE CHAPTER

- To understand society and its role in developing behavioral and humanitarian quality at individual level.
- To create synergy among personal, social and global professionalism in relation to etiquette and behavior.

Contents to be covered:

Contents will cover learning basics about behavioral sciences in relation to humanitarian quality which finally contribute in exploring successes. Moreover, learning and practicing different tips about etiquette, behavior and professionalism.

Overview and Rational:

It is highly expected from everyone to understand the culture of his workplace and thus, it becomes essential to follow some basic professional etiquette. The basis of professional etiquette stands on the ethics of respecting every individual in their workplace and displaying well-mannered behavior in business interactions.

Professional etiquette can have long-lasting and fantastic impact on professional life; be it someone's personal career growth or a business related company.

Professional etiquette can thus put anyone in the good or bad book of immediate boss or potential clients. This chapter will help students for becoming more competent in professional behavior.

Lesson-4



Example: Basic Professional Etiquette Tips

Some of the basic professional etiquette tips are mentioned below which you can follow to make a great impact on everyone in your company.

Conversation Etiquette

- Listening attentively. A good listener is always dear to every client. Speak only when the speaker has finished talking instead of interrupting in between.
- Keeping a low but clear and calm voice while conversing. Tone should always be polite.
- Contacting eyes. While conversing looking into the eyes of listener always is meaningful rather looking elsewhere.
- Articulating conversation. Keeping conversations short and to the point instead of getting into irrelevant topics and discussions is helpful. So, needs to keep in mind that it is a business talk and not a family re-union.
- Coping with unwanted conversation. Maintaining soberness and politeness even if the client speaks something offensive or rude.

Handshake Etiquette

- Keeping fingers titled down and your thumb up during shaking hand. However, need to ensure handshake not so firm that it crushes or hurts the other person's hand. This indicates that you are dominant.
- While shaking hands, greet the person by looking into his/her eyes is essential.
- Limiting the time of handshakes from 2 to 3 seconds and taking hand back gracefully is highly expected.
- Avoid patting on the back of the hand.

Dressing Etiquette

- Wearing neat and nicely pressed formal clothes. Choosing corporate shades during picking up clothes for office wear is artistic and result oriented.
- Women should avoid wearing exposing dresses and choose for little but natural make-ups. Men need to keep their hair (including facial hair) neatly trimmed and set.
- Shoes with right polish.
- Keeping nails clean.
- Wearing clothes which are comfortable in and can carry well. This is very important while someone is in a business meeting or client presentation.

Introduction and Greeting Etiquette

- During introduction, either shake hands or nod your head.
- If you are in charge of introducing other people always introduce the lower ranked person to the higher ranked one.
- In first introduced, stand up to meet or greet the person.

Electronic Communication Etiquette

- In communicating with colleagues, seniors or clients through emails, always needs to address the person with 'Dear Sir', 'Dear Madam', 'Hi' or 'Hello' followed by a title (Mr./Mrs./Miss etc.) and his/her name and end your mail with 'Yours Sincerely' or 'Yours Truly', whatever suits best with your name and designation. Also, always mention a 'Subject' to all your official mails.
- Keep official mails preferably short and precise. However, if the subject demands elaborate details and explanations, go ahead but use a friendly formal language instead of a casual one.
- During participation in conference calls introduce all the participants to each other at the beginning.
- While speaking over telephones, always greet the other person while starting and ending the call. Be sure whether the person available for conversation with you at that moment you called and then start conversation. Always speak politely.
- Include your contact details and the date while sending faxes.

Dining Etiquette

- Being courteous during official dinners. Offer the seat to your guest first. If you are the guest, be punctual and thank the host for the dinner.
- Initiate conversations while waiting for the food.
- Avoid opening your mouth and chewing food.
- Avoid looking at others plate and pointing eyes on particular food.
- Avoid pointing the knife or fork towards the other person while eating and speaking.
- Allow your guest to select the menu and wine.
- If something unwanted has gone to your mouth, place the napkin in front of your mouth tactfully and bring it out instead of putting your hand inside the mouth to get rid of it.
- Avoid talking when there is food in your mouth.
- Learn the basic table manners before you go out to dine with a potential client or an important business meet.

General Etiquette

- Always be punctual at your workplace.
- Switch off or put your mobile/cell phones in silent mode while in a conference call, business meeting or corporate presentation. In case it is an urgent call which you need to take excuse yourself and take permission from the others for taking the call.
- Avoid digging your nose in public.
- Use handkerchiefs or tissue paper when you are coughing or sneezing in public.
- When in a meeting room, stand up to greet the seniors if they arrive after you.
- Try to ignore and overlook funny or embarrassing sounds when in a meeting or official conversation.
- If you have forgotten somebody's name ask him/her politely saying that you are sorry that you cannot remember the name.
- Always keep a comfortable distance while conversing with others.
- Avoid standing or sitting too close to the other person. An arm's length would be ideal to maintain the comfort zone.
- It would be nice if you hold the door for the person who is coming immediately behind you.
- Be careful while smoking and drinking when you have company. Find out if the person is comfortable really while you are smoking.

Mode of class conduction:

Lecture, films, discussion and practices/performance

Materials:

Hand out. PowerPoint presentation

Self Esteem and YOU

Lesson-5

OBJECTIVES OF THE CHAPTER

To learn efficient lifetime performance by developing social, ethical and intellectual abilities depending on practical need. Moreover, this chapter will explore possibility for becoming self-guardian or director to face unpredictable or unscripted life and living

CONTENTS TO BE COVERED

How we are performing unpredictable life, what kind of self-guardianship is mandatory to develop, how to create history of living in this beautiful world.

OVERVIEW AND RATIONAL

Self Esteem is considered as an important component of emotional health; self-esteem encompasses both self-confidence and self-acceptance.

Experiences at home, at school, and with peers can all build or diminish a child's self-esteem. Psychologists and child-care authorities who write about self-esteem generally discuss it in terms of two key components: the feeling of being loved and accepted by others and a sense of competence and mastery in performing tasks and solving problems independently.

In order for youth to feel good about them, they must feel that they are able to do things well.

IMPACT OF LOW SELF ESTEEM



It is important to try to protect children from feelings of sadness, frustration, and anxiety when they failed or trying hard for successes. Self-esteem comes from different sources for children and youth at different stages of development. The development of self-esteem in young children is heavily influenced by parental attitudes and behavior. Supportive parental behavior, including the encouragement and praise of mastery, as well as the child's internalization of the parents' own attitudes toward success and failure, are the most powerful factors in the development of self-esteem in early childhood.

Later, older children's experiences outside the home—in school and with peers—become increasingly important in determining their self-esteem. Schools can influence their students' self-esteem through the attitudes they foster toward competition and diversity and their recognition of achievement in academics, sports, and the arts.

By middle childhood, friendships have assumed a fundamental role in a child's life. Studies have shown that school-age youngsters spend more time with their friends than they spend doing homework, watching television, or playing alone. In addition, the amount of time they interact with their parents is greatly reduced from when they were younger. At this stage, social acceptance by a child's peer group plays a major role in developing and maintaining self-esteem.

The physical and emotional changes that take place in the adolescence period, especially during early adolescence, new challenges in building self-esteem. Fitting in with their peers becomes more important than ever to their self-esteem, and, in later adolescence, relationships with the opposite sex can become a major source of confidence or insecurity. Up to a certain point, adolescents need to gain a sense of competence by making and learning from their own mistakes and by being held accountable for their own actions.

May be it's true for most of Bangladeshi young people that they do not have adequate knowledge about body and soul, the way they are getting primary and high school education. Considering global trend in developing self esteem among youth and adolescent the chapter will contribute something at least rather than nothing at university level at least!

Many people fail to distinguish between assertiveness and aggressiveness in this country. Behaviorist psychologists view assertiveness as a complex set of behaviors, both verbal and non-verbal. Assertive behavior is often correlated with high self-esteem. For promoting tolerance and peace self esteem is the core point to be achieved at any cost.

Reading is helpful from selected characters from world renowned philosopher, scientist, politician, business stars etc to understand, how they perform their innovation, life and living.

May be we will be much happier and more effective people if we can take the time and the energy to understand who we are and how people know us! Anyone can build or can change careers several times, if he/she can grow and try to create positive change in the world. It is important that more you are becoming aware of how your actions affect others, now and in the future, and then more you will be able to effectively communicate and motivate. Knowing great people's life, living history etc. always can help anyone to write personal history by doing things practically.

Mode of class conduction:

Lecture, discussion and role plays

Materials:

Hand out. PowerPoint presentation, Performance

ESSENTIAL SKILLS FOR 21ST CENTURY

Lesson-6

OBJECTIVES OF THE CHAPTER

To reform essential skills for 21st century survival by young people and community

CONTENTS TO BE COVERED

The chapter will cover mostly future study and -

- Use & abuse of ICT
- Social Network Analysis
- Common Senses
- Reproductive Health
- Stress from Market Economy
- Real Relationship vs Virtual Relationship
- Becoming Global

OVERVIEW AND RATIONAL

Over the past few years, all are discussing the various skills needed for effectively operating in a world characterized by information and accelerating changes. Now, we have been assembling these ideas into a framework for 21st century young people for new thought architecture.

All of the skills we'll be covering are already in practice in our brains – it's just a matter of becoming more aware of them so we can sharpen them and can transform into action for survival.

Finally, students will learn positive use of technology considering the century need.

MODE OF CLASS CONDUCTION

Speaking and listening for interaction, group discussion.

MATERIALS

Lecture with Slide “Essential skills for 21st century survival”, “ICT for development”

This chapter will engage students in future study, complexity science, systems theory, cybernetics, social network analysis, common sense, exploration into individual thinking.



Lesson-7



Impression Management

*Who I am &
how people
know me!*

OBJECTIVES OF THE CHAPTER

- To achieve quality for becoming “Ideal Self” or “how you would like to be” in real life setting
- To become a self-evaluation expert and developmental

CONTENTS TO BE COVERED

Role Play from Selected character and continuing at classroom, home and community by choice. It will cover skills for lifetime performance considering life as longest unscripted performance.

OVERVIEW AND RATIONAL

Impression management is a process people use to control the perceptions or impressions about themselves, a bit like personal branding.

Individuals may believe they are being judged or perceived based on their outward appearance, personality or other subjective opinions by other people. Impression management attempts to control these perceptions from other people through the development of self-presentation, methods and techniques used to control outward perceptions or impressions.

The ideal impression management presentation is the attempt to present one's self how he desires to behave or be viewed, rather than presenting himself in an authentic manner. Closely tied to the ideal brand is the tactical presentation. A tactical brand is used by individuals who wish to present a public image that reflects positively on them. This technique is used to create a behavior or personality that is consistent with outside perceptions of how an individual should act or behave.

Self-presentation plays an integral part in developing impression management techniques. Individuals must select which method they wish to use when presenting themselves to other people, whether in business or social situations. Individuals may also need to develop techniques or characteristic personas that help them to develop their attempts at self-presentation. This persona may include self-disclosure, outward appearance, ingratiation or aligning actions with a current opinion or line of thought.

Presentation Skills Anywhere: how it manage impression

It's hard to imagine career going anywhere unless someone can deliver an effective presentation. Effective presentation doesn't come from preparation with slides only but from self-esteem and extempore quality that finally contribute in public speaking, official presentation and overcoming unpredictable situation in life.

As we know that talking in public can be extremely stressful and it is easy to get distracted by emotional or physical reactions. By knowing the techniques and public speaking tips/techniques, students will be able to deal with any situations. She/he can do so with confidence, interest and will feel opportunity to deal. The presentation skills come with experience and time. But rehearsal can give perfection in public speaking.

World acceptable practicing tools and tips will be focused with practical demonstration here in this chapter which will help students finally to achieve success and delete failures.

Mode of class conduction

Discussion and practice

Materials

PowerPoint presentation "Impression Management"



STYLE OF LIVING

Youthful living,
Meditation and
Holistic mindfulness

Lesson-8

- To develop effective style of living skills among young people for lifetime growth
- To achieve self-guardianship

Contents to be covered:

Different era styles of living, tips for youthful living, managing stress, meditation and holistic mindfulness for joyous living.

Overview and Rational:

For developing adequate style of living someone must go through continuous self-evaluation and development. For continuous growth and development a thoughtfully designed self-evaluation procedures are needed for in relation to youthful living, stress management and meditation.

This chapter is to provide skills for student involvement in assessment decision-making, that elicit student cognitions about their performance.

It is also important to introduce rational way of thinking among young people when market is trying to maximize their profit by any means including promotion of beyond capacity consumption, commoditization of friendship and relation, depression etc.

Sample Tips for Healthy Living:

Leading a physically and mentally well-balanced existence is the ideal way to live a healthy lifestyle. This is, of course, easier to say than perform, and there are many other things involved.

The way you think, what you eat, where you work, where you live, what you do, what your financial situation is, who you know, and so on.

You need to discover what works for you and what doesn't. You need to accept that certain things are beyond your control and there is little point in knocking yourself out about them.

You need to understand that leading a healthy life-style is a continual and life-long process. Think of yourself as a work of art in progress.

Here are a few healthy living tips. Maybe they will work for you. You should always find your own path to living the healthy lifestyle anyway.

1. Don't take on more work or personal responsibilities than you can realistically handle.
2. Do what you love to do. Don't run after money, better run after work and then money will run after you soon.
3. Try to be less materialistic and keep your life simple. Why buy a car if you can avail of public transport? Why own a cell-phone when you don't really need one? Why beat yourself up trying to upgrade to the latest software when the old one serves you just fine?
4. Pay all your bills regularly and on time. Never take a loan if you're not sure about meeting the monthly payments. Live within your means.
5. You should sleep for at least eight hours every night.
6. Control your mind. What you think and how you think affects your general well-being. Refuse to entertain negative or self-derogatory thoughts and emotions. This will require practice, especially if you have fallen into the habit of seeing the glass half-empty.
7. Cultivate your spiritual side. You don't have to turn religious and burn candles at public altars, but keeping in touch with your intuition and your inner self is important.
8. Eat well and healthy. Learn to cook well and get confidence. Try new recipes. Make meals interesting and funny.

9. Exercise regularly. Go for a short run every morning. Do Yoga. Exercise your eyes regularly, especially if you spend a lot of time in front of the computer. If you have to run errands around the neighborhood, walk or cycle around. Walk up stairways instead of taking the lift.

10. If you have health problems, talk to your doctor and discuss all the options that are available for you. Get a second, third, fourth opinion. Do research on the Internet. Don't panic, lose hope, or give up easily.

11. If you have the space, cultivate a garden. Working in a garden is a great form of exercise, and growing plants brings a lovely deal of cheer and satisfaction to the soul. If you don't have the space, make space. You can have your garden in small tubs or containers.

12. Maintain a good social life. Take an interest in other people and help without expecting anything in return whenever possible.

13. Be honest, ethical, polite, and sincere. Don't flatter anyone unless you mean it and don't ever lie.

14. Read books, magazines, newspapers. Be aware of what is going on around you, locally, nationally, and internationally. Try to learn at least one thing new every day.

15. Don't take yourself too seriously. Learn to laugh at yourself.

20. Pay attention to the thing that you're doing at any given moment, and do it well.

Mother Teresa's Anyway Poem: Self Therapy

People are often unreasonable, illogical and self-centered;

Forgive them anyway

If you are kind, people may accuse you of selfish, ulterior motives;

Be kind anyway

If you are successful, you will win some false friends and some true enemies;

Succeed anyway

If you are honest and frank, people may cheat you;

Be honest and frank anyway

What you spend years building, someone could destroy overnight;

Build anyway

If you find serenity and happiness, they may be jealous;

Be happy anyway

The good you do today, people will often forget tomorrow;

Do good anyway

Give the world the best you have, and it may never be enough;

Give the world the best you've got anyway

You see, in the final analysis, it is between you and your God;

It was never between you and them **anyway**

Mode of class conduction

Questioners, Discussion, literature reading and practice

Materials

Questioners, PowerPoint presentation” self evaluation a tools for continuous growth”

MIND MAPPING

Impact on life and living



Lesson-9

Objectives:

- To learn about mind mapping and practice in daily life and living with an objective to think and remember better
- To learn about creative problem solving and action in need

Contents to be covered:

- WHAT IS A MIND MAP?
- WHY MIND MAPS WORK?
- HOW TO DO A MIND MAP

Overview and Rational:

A lot of researches have been done in order to develop and strategize the effective ways on the process of learning for students. For developing students with creative thinking in a modern world of today, we need to always be well ahead of everyone and that is why the mind map concept is important to students who want to achieve their dreams.

This method is a thinking process which involves graphical way in representing ideas and concepts. It is like a visual thinking tool that helps you structure information, analyze a topic much better, comprehend, synthesize, recall and also generate new

ideas easily. In other word, the information through mind map is structured in such a way so that it can help your brain work faster.

Some of the elements that make the mind map method important is the simple and short text used enabling someone for easy understanding it's content, along with it's not too small font size so that eyes will not feel tired when looking at it, plus also not feeling bored because of reading it.

Graphical signs being used in your mind map such as arrows, squares and round shapes definitely help someone to create network interface for easy understanding of certain topics.

By adding picture drawing or sketches for explaining certain content in selected topics will provide easy understanding, plus also strengthening memory on each of the related pictures/topic involved.

When a student has mastered the art of mind map techniques, they will be able to acquire analytic skills on whatever sketches or symbols they intend to portray in the mind map notes. This is important because all of this exercise will in the end generate an analytical attitude to the students.

Mode of class conduction:

Presentation, Discussion and Practice

Materials:

PowerPoint presentation “Basic about Mind Mapping”



Transforming Failure into Success



OBJECTIVES OF THE CHAPTER

Lesson-10

- To transform failure into success in life treating failure as an opportunity for learning, growth, improvement and transformation.
- To remove pillars of failure.

Contents to be covered

This chapter will cover detail failure phobia and ways to transform failure into success evolving self-esteem.

Overview and Rational

Every one of us has failed at something in our lives-whether a failed marriage, or relationship, a failed weight loss or a failed business or a simple examination. The important thing is how we can learn from failures? This chapter will provides an effective understanding for us to practice whenever a failure is getting you down: Take the word "failure" and turn it into a positive action!

Practice

Here are the steps to help you embrace and transform failure and use it as the path to success. **See how FAILURE = Success!**

- F - stands for forget
- A - stands for accept
- I - stands for investigate
- L - stands for look and Learn
- U - stands for understand
- R - stands for re-evaluate and rejuvenate
- E - stands for entrust

Step-1: **Forget:** Forget about the past failures in your life. Yesterday is a canceled check, today is cold hard cash, and tomorrow is a promissory note. Tomorrow is not guaranteed and furthermore may never arrive so all you have is the now-the present. Forget about what did not work out as planned, why you failed and move on.

Step-2: **Accept:** Accept why things did not work out as planned and why you did not succeed as planned-regardless as to whether you were victimized or wronged is irrelevant. Discovering weakness or stupidity is the first step of learning once you can accept only. Accept the facts as facts which are part of the personal growth process in moving forward in reaching your goals.

Step-3: **Investigate:** Investigate why you failed in areas of your personal and professional life. Knowing what the specific steps you took will help you to avoid some of the same mistakes in your goal setting plan. Self esteem will help you for proper investigation and creation of opportunity.

Step-4: **Look and Learn** for alternative ways or solutions in reaching your destination: Remember: it took Thomas Edison over 14,000 failed attempts before he perfected the light bulb that the entire world has come to use in our daily lives. So, we can't give up in reality for becoming successful.

Step-5: **Understand** that you are not only a person living with failure: Every one of us fails at something-some more than others. Understand what you did wrong, and make a mental note what you need to improve upon next moving forward in your personal goal setting.

Step-6: **Re-evaluate and rejuvenate** your overall personal goal setting plan of action, maybe you need to remove some tasks or steps in prioritizing things before you can reach your objective: Think objectively and be honest with yourself regarding where you want to go and how you plan on getting to your ultimate destination. This could be a day, a week, a month or a year process. It is important **not** to rush through this process -so you do not have to revisit failed attempts yet a second time.

Step-7: **Entrust yourself** to try again, to not give up on your goal setting plan objectives, regardless of how many times you fail at it: Each step in the right direction pushes you and motivates you to completing and finishing your goals.

Finally, it needs to be kept in mind that life is a marathon, not a short race! Above all, take it lightly. We all fail, all the time, not getting what we want offers opportunities to learn and develop. It's not avoiding failure that creates success; it's what we do with the learning that counts. Finally, discovering new math in life that can be expressed like "failure = success". For success you also can keep a quotation in mind "you have to pay in full, otherwise life will be painful".

Mode of class conduction:

Discussion and practice

Materials:

PowerPoint presentation" Transforming Failure into Success"

PSYCHOSOCIAL SUPPORT

Emotional growth and Personality

Lesson-11

OBJECTIVES

- To understand Importance of neurological and psychological development for Body Language and Personality Development among young people.
- To develop a systematic approach to education in socio-economic transitional phases of the world when education is a basic human right, but it is also a response mechanism for protection and fulfillment of needs of time. Objectively a well-organized learning environment with caring mode may be the best way of reducing the effects of traumatic experiences (if any) and help rehabilitate individuals and communities as per need through proper psychosocial support.
- To realize how body language is best defined as a non-verbal form of communication showed through facial expressions, gestures, posture, and body movements, says a lot about one's personality.

Contents to be covered

The chapter will cover human brain : how it works, Body language :how it comes from neurological and psychological perspective, Personality :how you can build by growing emotionally and psychosocial support for performing life confidently.

Overview and Rational

Everyone needs psychological support in different manners throughout the lifetime. Especially now a days, young people can't concentrate in deserved situation in preferred level where psychosocial support can evolve basic capacity of human brain for becoming rational and developmental.

There are many ways people can improve body language, but like most things, it needs practice and consistency so that it will become part of you, and not just something you can do for a certain period of time.

Emotional growth can be ensured through proper psychosocial support where smart body language is logical sequence.

On the other hand if someone wants to develop his/her personality in a positive way, they need to be aware of his/her own body language and make sure it remains to what is generally perceived as positive body language.

Number of evaluation on individual body language will be done keeping in mind that great speakers are not born, they are made. Before they became great speakers, they underwent a rather difficult process of honing their skills, talents, and yes, even their body language.

This chapter within classes will give basic tips about emotional growth, psychosocial support and relationship among body language and personality that finally will be contributing to creating effective career for the 21st century.

Mode of class conduction

Show, Discussion and Practice

Materials

- PowerPoint presentation “Emotional Growth, Body Language and Personality”
- Films

Benefits of Ethical Living

OBJECTIVES

- To achieve core objective by developing ethically sound good human being rather than man or woman we got identity by birth.
- To translate benefits from ethical living in real sense

CONTENT TO BE COVERED

- Knowing how and why Ethics comes to the forefront of human development, joyous life and high level of professionalism at every sector.
- Understanding how ethical behavior impacts on daily life and workplaces by unfolding humanitarian potentials.

OVERVIEW AND RATIONAL

Ethics is the study of rational decision making toward action. The Code of Ethics is for every one living in society and people need to be developed at individual and community level. This chapter will provide the opportunity to develop mandatory human qualities that can ensure continuous growth of individual and sustainable peace in this world.

MODE OF CLASS CONDUCTION

Lecture and Practice

MATERIALS

Slide “Benefits of Ethical Living”, Films and Performance

Education is the art of making man ethical.

- Georg Wilhelm Friedrich Hegel



Objectives

- To transform conceptual learning into action
- To facilitate and enhance relationships within the locality, county, and region.

Contents to be covered

Mostly basic dynamics of community and industry relationships will be discussed and practical assignments to make students capable to deal it. Field visits including industry, community and hard to reach areas will be part of it in regular basis.

Overview and Rational

DIU introduced Academic Social Responsibilities (ASC) where students can participate in social work from academic perspective. This chapter is to perform responsibility without expectation for the community where we belong to.

This course and in particular the chapter itself will play a vital role in developing a developmental relationships among university, industry and community from where new knowledge and skills will be nourished.

One of the main rationales for introducing this practical work is to reduce isolation among students, parents, industry and community.

Mode of class conduction

Presentation, interaction, fieldwork and Practice

Materials

PowerPoint presentation and homework



TIME & FINANCIAL MANAGEMENT *Lesson-14*

Objectives

- To reorganize young people on time and financial management from practical point of view.
- To create feelings about time and money simultaneously in relation to successes.

Contents to be covered

Contents will cover basic tips for time management and financial management during study and professional life.

Overview and Rational

There are many adults as well as young people who often face one problem that is time management. Putting off large, chunky assignments till the last very minutes thus not able to complete the task given or simply rushed through it to get it done It can affect all the things from one's result at work, to a students' grades in college/universities.

However, there are ways to end the situation, which can improve the student's time management skills. This chapter will explain how many steps are needed for most people to take in order to improve their time management skills.

Same time it's needed in “managing money”, we call financial management. It notices clearly that number of students don't know how to manage parents money for building bright future rather spending without empathy. A good number of students are also trying to earn themselves but failing in managing in some cases. This chapter will help them to learn the same meaningfully.

Finally, it will focus on synergy of time and money issue for effective living throughout the lifetime.

Mode of class conduction

Presentation, interaction and Practice

Materials

PowerPoint presentation and homework





Career Plan: Life and Beyond

Objective

Lesson-15

To understand career plan from wider perspective.

Content to be covered

It will cover Career Plan, understanding life and living in this beautiful world. Moreover, knowing about how people will be missing you at every step rather than treated as burden.

Overview and Rational

As career is perceived very differently by each individual selected contents and tips will lead to understanding that career planning is not just finding a job or earning handsome amount of money.

Career planning is an activity that is best done on a regular basis, especially given the data that the average worker will change careers (not jobs) multiple times over his or her lifetime. And it's never too soon or too late to start your career planning but better to start soonest once someone can realize.

Contents and practices will be focused where it seems that career planning is not a hard activity, not something to be dreaded or put off, but rather an activity that should be liberating and fulfilling, providing goals to achieve in your current career or plans for beginning a transition to a new career. Hope this chapter will be able to create confidence that career planning should be a rewarding and positive experience.

A practical session will be conducted to learn using of free web resources and developing everyone's personal website disseminating past, considering today and portraying tomorrow's need.

Having a personal website for anyone is cost-effective, more efficient, and more adaptable compared to print version. You can connect with people through your Face book, Twitter etc... social networking sites from your own website. It is easy to express yourself to people and share with your fans or followers in a more refined way. You can create a video of your profession and publish into your website. Now a day people used to search for services and their needs through internet only. If you have your own website it will be easy and more efficient to connect with people and express about your profession. It is easy to tell about yourself and your profession.

It needs to be eye catching and transmit your message in a few seconds. It needs to have enough content that explains your message and what you do. A professional without a web site is like a salesman without his business card.

The web site needs to be your profile and what's good about it is that there is limitless information you can add on it. Even better, you can go for a dynamic site which will automatically change your content based on changes to your articles, services, new thoughts and more.

Time has come to hold a visiting card just with a web address like www.ami.com. This chapter finally will make things happened.

Mode of class conduction:

Discussion and practice

Materials:

PowerPoint presentation" Career: Life and Beyond"

Poem from Rabindranath Tagore" ১৪০০ সাল"

আজি হতে শতবর্ষ পরে
কে তুমি পড়িছ বসি আমার কবিতাখানি
কৌতুহলভরে ,
আজি হতে শতবর্ষ পরে !
আজি নব বসন্তের প্রভাতের আনন্দের
লেশমাত্র ভাগ ,
আজিকার কোনো ফুল, বিহঙ্গের কোনো গান ,
আজিকার কোনো বসন্তরাগ -
অনুরাগে সিন্ধু করি পারিষ কি পাঠাইতে
তোমাদের করে ,
আজি হতে শতবর্ষ পরে ?

তবু তুমি একবার খুলিয়া দক্ষিণদ্বার
বসি বাতায়নে
সুদূর দিগন্তে চাহি কল্পনায় অকাহি
ভেবে দেখো মনে -
একদিন শতবর্ষ আগে
চঞ্চল পুলকরাশি কোন্ সূর্য হতে আসি
নিখিলের মর্মে আসি লাগে,
নবীন ফাগুনদিন সকল-বন্ধন-হীন
উন্মত্ত অধীর,
উড়িয়ে চঞ্চল পাখী পুষ্পকোণকমাখা
দক্ষিণসমীর
সহসা আসিয়া ত্বরা রাঙিয়ে দিয়েছে ধরা
যৌবনের রাগে,
তোমাদের শতবর্ষ আগে।
সেদিন উতলা প্রাণে, হৃদয় মগন গানে,
কবি একা জাগে -
কত কথা পুষ্প প্রায় বিকশি তুলিতে চায়
কত অনুরাগে ,
একদিন শতবর্ষ আগে।

আজি হতে শতবর্ষ পরে
এখন করিছে গান সে কোন্ নূতন কবি
তোমাদের ঘরে !
আজিকার বসন্তের আনন্দ-অভিবাদন
পাঠিয়ে দিলাম তাঁর করে।
আমার বসন্তগান তোমার বসন্তদিনে
ধ্বনিত হউক স্নগতরে -
হৃদয়স্পন্দনে তব , অমরগুঞ্জে নব ,
পল্লবমর্মরে ,
আজি হতে শতবর্ষ পরে ॥

Lesson-16

Presentation Skills Anywhere

Job interviews or for becoming entrepreneur

OBJECTIVES

CONTENT TO BE COVERED

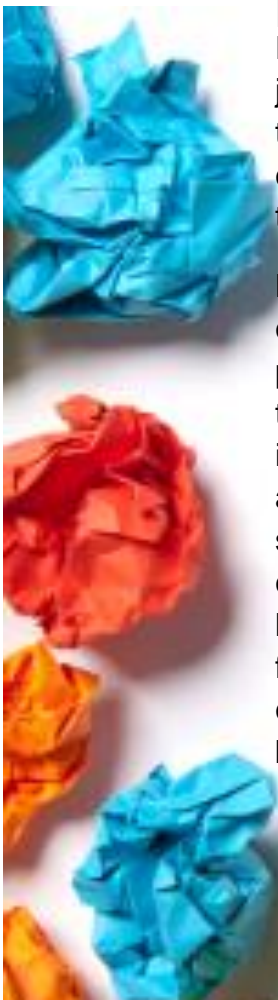
Practical and extempore

OVERVIEW AND RATIONAL

Practicing mock interviews allow a job seeker to become more familiar to the interviewing environment, and can effectively reduce anxiety over the entire process.

Moreover, understanding the company objective, goal and philosophy is important to know by the candidate before facing interviews. At present knowing all about the company from internet is simple like anything. A research on company profile is tremendously helpful for candidate in empowering from the soul. If possible candidate can be dressed with company branded color or logo shades.

- To prepare for facing a practical job interviews through mock interview sessions
- To prepare to face the unpredictable world in every moment during shopping to selling product or ideas
- To rehearse with a developmental manner to improve presentation skills anytime anywhere



By preparing in advance of the interview, candidates can develop a stronger sense of self confidence. Mock interviews can additionally uncover problems, mistakes or mishaps for the job seeker long before the actual interview occurs. In this way, the candidate is able to work to correct these issues during the practice period, and therefore elevate his or her performance during the actual interview.

Practice is a critical part of the interview preparation process. While practicing with an experienced hired manager or an HR professional may be very useful, not all job seekers have access to this resource. Involving friends and family members in conducting mock interviews can be an excellent alternative.

If your friends or family don't have experience conducting mock interviews, it can be challenging for them to effectively help you to prepare for your interview. Art of living has put together this chapter to help individuals who want to get rid of interview phobia.

But the main objective of this chapter is not to prepare for job interview only for performing life at any situation. For becoming a successful entrepreneur presentation skills are mandatory for all the time.

A holistic understanding about work place performance and ability to present success and failure, ability to motivate people positively, ability to engage people emotionally and professionally are desired skills from this chapter.

Mode of class conduction:

Group work, performance, films, practice

Materials:

Films, role play, Interview board

Lesson-17

Job, Work and Business Search Techniques in the 21st century

Objectives:

- To keep fit for achieving local and global success in career as an entrepreneur or a job seeker.
- To fix up the pathway of career development and planning as required.
- To prepare self with all legal and business documents for becoming an entrepreneur as per requirement.
- To utilize ICT for searching job, working environment enhancement and business promotion.

Content to be covered:

Self evaluation for career plan, local and global Job search sites, social media and networks, personal website etc.

Overview and Rational:

It is really crucial to understand whether you are trying for becoming a entrepreneur or just looking for a job! It is a typical mindset we are bearing in Bangladesh for so called risk free career with a job. Sometimes people even are reluctant to go for challenging job!

We at DIU will be trying to change the mindset where young people will be creating job opportunity for others by establishing them as successful entrepreneurs.

The Internet has dramatically changed the way people conduct a job search. Because of effective innovations such as social networking sites and job search engines that scour the Internet, hammering the roadway is a thing of the past. Information and technology revolution can be utilized for searching a good job and a good market too. Anyone can be benefited simultaneously for becoming a successful entrepreneur.

In a tight job market with fierce competition for open positions, workers need to be proactive in their employment search. From the outset they need to know what kind of job they're looking for and ideally what companies they want to target.

If you're addicted by Face book and have no clue what Twitter is, you could be missing vital tools in your quest for employment.

With this background this chapter will orient student primarily how to deal with local then global job search sites like: JobsBD, Prothom Alo Jobs, BDJobShop, Jobstreet.com, Bdjobs etc from local and Career Builder, Coolworks, LinkedIn, Linkup, us.jobs, Indeed from international.

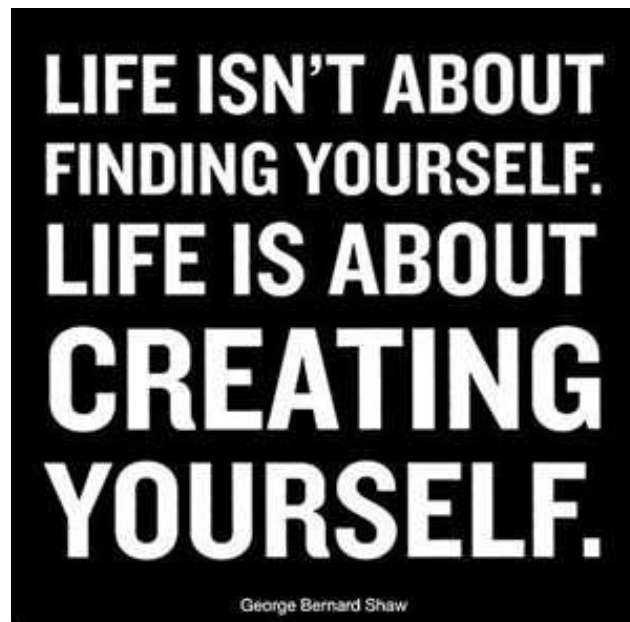
Number of effective business plan and history of successful personnel will be discussed in this chapter for changing typical mind set regarding career.

Mode of class conduction:

Presentation from audio visual documentary on selected national and international celebrities, business plan, interaction, web browsing and Practice

Materials:

PowerPoint presentation and web browsing on related issues.



Lesson-18: Universal Human Values

OBJECTIVES

- To enable students to live a happy-healthy life, in harmony with self & family, society & nature.
- To ensure tangible change in student's thinking in terms of their vision about happiness, prosperity and improvement in human relationship.
- To understand the ultimate role of education in transforming a man or a woman into a human being.
- To facilitate a holistic development perspective among students towards life, profession and happiness, based on correct understanding of Human reality and the rest of the Existence. Such a Holistic perspective develops the basis of value-based living in a natural way.
- Basic understanding about universal human values & ethical human conduct.
- Relationship between values and ethics.
- Values in higher education and professionalism.

CONTENT TO BE COVERED

- Basic Human Aspirations: Prosperity and Happiness.
- Methods to fulfill human aspirations understanding and living in harmony at various levels.
- Harmony in the Human Being
 - Harmony in family and society: Understanding Human-human relationship in terms of mutual trust and respect.
 - Understanding society and nation as extensions of family and society respectively.//
- Solidarity in Family, Society & Nation
- Basics of Professional Ethics
 - Ethical Human Conduct – based on acceptance of basic human values.
 - Humanistic Constitution and universal human order skills, sincerity and fidelity.
- Professional Ethics in practice:
 - Profession and Professionalism – Professional Accountability, Roles of a professional, Ethics and image of profession.
 - Profession and Ethics – Technology and Society, Ethical obligations of Engineering professionals, Roles of Engineers in industry, society, nation and the world.

OVERVIEW AND RATIONAL

If we look at our living, it is clear that human living (our own living) can be seen as encompassing the following 4 levels:

1. Myself
2. Family
3. Society
4. Nature/existence

Each one of us lives at all levels--whether we are aware of it or not, and each one of us wants to understand all these of our beings, or living. All these levels of our living need to be investigated for better understanding and performance.

Family, school and social environment constitute the three most potent factors in laying the foundations of personality and determining the character of a person to be a human being.

The development of human society in the last several hundred years has been characterized by a number of basic contradictions. It has brought positive trends as the rapid growth of technical and scientific knowledge, which has increased substantially the amount of information about our world that leads to a higher standard of living. But at the same time human being is confused with this huge pool of information like what to accept, reject or eject and continuously facing a psychological crisis.

“TRY TO TREAT OTHERS AS YOU WOULD WANT THEM TO TREAT YOU”

We must, however, also consider the negative features of this development, which have dangerous consequences. The high, and still growing consumption connected with a rapid deterioration of natural resources and the production of enormous amounts of waste. 20 percent of the population now consumes about 80 percent of raw material and energy resources. Most of the population of the world lives in poverty. More than 780 million from the total of 5.5 billion world inhabitants are under the poverty level — in each minute 28 people die from hunger and people attempting desperately to survive destroy the surrounding nature.

Expansive development is leading to the weakening or even destroying of national or regional cultures, which means irreparable loss of cultural diversity of human kind and restriction of its ability to react efficiently in new circumstances and leading thereby to a growing fragility and alienation of human society.

Sustainable development — or perhaps more precisely a sustainable way of life — is concerned with a search for harmony between Human and Nature , society and its environment, so that we should achieve the ideals of humanism and respect for life and nature, as much as possible and in all temporal and spatial zones.

It is a way of life which searches for balance between rights and freedom of every individual and his or her responsibility towards other people and nature as a whole, including responsibility towards future generations.

One can influence the conduct of others around him. If one is not like that already, it can be made much easier by just picking one virtue a day and specializing in it for that day. Doing that, they would all eventually be in. Now what do you suppose would happen if one were to try to treat those around him with - justness, loyalty, good sportsmanship, fairness, honesty, kindness, consideration, compassion, self-control, tolerance, forgivingness, benevolence, belief, respect, politeness, dignity, admiration, friendliness, love, and did it with integrity? It might take a while but don't you suppose that many others would then begin to try to treat the one in the same way?

The way to happiness is far more easily followed when one supports people with good will. **SO DO NOT HARM A PERSON OF GOOD WILL.**

MODE OF CLASS CONDUCTION

Lecture and Practice

MATERIALS

Slide “Universal Human Values”, Films and Performance

**“TRY NOT TO DO THINGS TO OTHERS THAT YOU WOULD
NOT LIKE THEM TO DO TO YOU”**

© Copyright

A Daffodil International University Publications