**Instructions:**

* Before attempting to answer the questions, please thoroughly read the modules.
* Respond to the questions in Part 1 section based on the understanding you get from the reading of the “Introduction” & “Background Reading Material” section of respective module.
* Responses should be in your own words (minimum - 150-200 words) by giving examples from your context. This will speed up the subject coverage in TOT. **(Pls. refer to given modules and not the net for completing the synopsis)**
* You are free to choose the language of synopsis writing. You can either do it in English or the local language.
* It can be handwritten or typed. You need to submit the same to us in soft copies (scan in case of handwritten), as per given deadline.
* Invitation to TOT is strictly based on scoring required marks on the synopsis.
* **If your synopsis is found to be copied from the net, it can straight away be rejected, and you will not be allowed to apply for a TOT for the next 3 months.**
* For further queries please contact the P.A.C.E. team.

**Part I: Module specific questions**

**Communication** (minimum - 150-200-word responses for each question)

1. What is communication? Explain the three components of communication with examples
2. What is the difference between ‘sex’ and ‘gender’? Elaborate with examples
3. Explain how gender affects our communication with examples
4. What are the different styles of communication? Which style would you choose for effective communication?
5. What is profiling? How will you use this for effective communication? Explain using an example

**Problem Solving & Decision Making** (minimum - 150-200-word responses for each question)

1. What is the definition of problem as per P.A.C.E. module? Explain using an example
2. What are the ways that people normally deal with problems and decision making? Explain with examples
3. What is decision making? What are the prerequisites for decision making?
4. State some of the gender related barriers for women while taking decisions
5. What do we mean by finding middle ground/ consensus building? What is the role of communication in consensus building?

**Time & Stress Management** (minimum - 150-200-word responses for each question)

1. State the differences and similarities between time and money
2. What do we mean by prioritization in Time Management? Explain its importance
3. What is goal setting? Explain its importance?
4. State five methods for effective time management
5. Explain the symptoms of high stress

**Financial Literacy** (minimum - 150-200-word responses for each question)

1. State the difference between ‘need’ and ‘want’. How is this related to savings and financial planning?
2. What is financial planning? What are the steps to financial planning?
3. What factors should one consider before saving/investing in a particular plan/scheme?

**WASH** (minimum - 150-200-word responses for each question)

1. Explain the importance of drinking water and share the symptoms of dehydration
2. Explain the link between personal hygiene and health. Share some tips for maintaining menstrual hygiene

**Part II: General questions on the curriculum and P.A.C.E. approach**

1. Why do you think Personal Advancement & Career Enhancement is important for your participants? State few challenges they are facing currently for achieving this. (150-200 words)
2. Why do you think talking about gender is relevant in your country/context? (150-200 words)
3. Do you think gender has any effect on life skills[[1]](#footnote-1)? Yes or no, please explain. (150-200 words)
4. What are your broad expectations from the training?
5. Do you have any major concerns/challenges around the curriculum (content, methods etc.)? If yes, please list them here.

**Part III: Familiarity with the Curriculum**

What topics from the curriculum are familiar to you, either by having been trained on or by conducting trainings on and what topics are not familiar? Please mark your responses on the following table (please write topic numbers under appropriate column):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **P.A.C.E. Core Curriculum** | | | **Familiar**  (read about or underwent training) | **Conducted sessions Before** | **Unfamiliar** |
| M 1 | **Communication** | 1. Basics of Communication 2. Sex, Gender & Socialisation 3. Gender link to Communication 4. Process and Dynamics of Communication 5. Communication at Work 6. Communication at Home and in the Community |  |  |  |
| M 2 | **Problem Solving & Decision Making** | 1. Basic concepts of PSDM, Steps of problem solving, problem analysis and solution finding; factors impacting decision making, creative thinking for problem solving 2. Consensus building and role of communication in consensus building 3. Group problem solving and accountability in decision making 4. Network and dynamics of problem solving, decision making and consensus building at home, work & community |  |  |  |
| M 3 | **Time & Stress Management** | 1. Managing Time For P.A.C.E. 2. Refining Goals and Link to Time Management 3. Prioritization and Multiple Roles 4. Stress and Stress Management 5. Positive Thinking |  |  |  |
| M 4 | **Financial Literacy** | 1. The Importance of Savings 2. Saving Options, Their Merits & Demerits 3. Financial Planning 4. Digital Finance |  |  |  |
| M 5 | **Water, Sanitation & Hygiene** | 1. Clean Water Access and its Importance on Personal Health 2. Water Storage, Sanitation Practices at Home and in the Neighbourhood 3. Personal Hygiene, Safety and Rights |  |  |  |

Name of the Candidate: Organisation:

1. Life skills are abilities for adaptive and positive behavior that enable humans to deal effectively with the demands and challenges of life. The subject varies greatly depending on [social norms](https://en.wikipedia.org/wiki/Norm_(social)) and community expectations but skills that functions for well-being and aid individuals to develop into active and productive members of their communities are considered as life skills. [WHO, Wikipedia] Some important life skills identified by WHO are: [Decision making](https://en.wikipedia.org/wiki/Decision_making), [Problem solving](https://en.wikipedia.org/wiki/Problem_solving), [Creative thinking](https://en.wikipedia.org/wiki/Creative_thinking)/[lateral thinking](https://en.wikipedia.org/wiki/Lateral_thinking), [Critical thinking](https://en.wikipedia.org/wiki/Critical_thinking)/[perspicacity](https://en.wikipedia.org/wiki/Perspicacity), Effective [communication](https://en.wikipedia.org/wiki/Communication), [Interpersonal relationships](https://en.wikipedia.org/wiki/Interpersonal_relationship), [Self-awareness](https://en.wikipedia.org/wiki/Self_awareness)/ [mindfulness](https://en.wikipedia.org/wiki/Mindfulness). [Assertiveness](https://en.wikipedia.org/wiki/Assertiveness), [Empathy](https://en.wikipedia.org/wiki/Empathy), [Equanimity](https://en.wikipedia.org/wiki/Equanimity), [Coping](https://en.wikipedia.org/wiki/Coping_(psychology)) with stress, trauma and loss, [Resilience](https://en.wikipedia.org/wiki/Psychological_resilience) [↑](#footnote-ref-1)