

MODULE 2 | FW

Future Work Skills **35-65**

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2.1 Introduction to Future Work Skills

In this lesson you will learn:

1. What does future of work look like post COVID
2. What skills do you need for the future of work

Let's learn what the future of work looks like post-COVID



Story Time

Roopa didn't have a job for most of the time during COVID.

Right now, she's searching for a job.



Activity Time

What should Roopa think about when she searches for a job in a company?



Discovery Time

What does a workplace look like after COVID?

1. Mix of in-person and at-home work: Lots of companies let you work from home or in the office.
2. Tech-focused: Technology is becoming really important. Most work is done using digital tools.
3. Flexible hours: Work hours are more flexible now, not just 9 AM - 5 PM.
4. Care about results: Doing a good job matters more than how much time you spend working.
5. Helping society: Companies want to make the world better, like by giving to charity or volunteering.



Do some research online on these companies and find out if they have some or all the above factors.



Thinking Time

Name the aspects of your trade you can do online, and the aspects that you need to do in person?



Check Your Understanding

What are some important factors that have changed in the workplace after COVID?

For example: Most companies now have a work from home option. Technology skills have become more important.

Let's learn what skills you need for the future of work



Story Time



Sidhu is busy learning new technology skills for work.



His supervisor Amar is happy. He is eager to see how these new skills will help Sidhu and the company.



Discovery Time

Important future skills for the workplace

What do you need to do to gain skills for the future of work?

1. You need to improve your technical skills. For instance, if you're a beautician, it's important to learn about new hair and makeup trends and styles.
2. Technology skills are really important for many jobs. Being able to research online and use different types of technology is a skill you'll need in the future. For example, if you're good at using the latest features in social media apps like Instagram or YouTube, it can help with your work.
3. These days, managers find people for jobs in different ways. Knowing the right people and being able to build relationships with them will be really important in the future. For example, someone you meet and connect with while working as an Ola or Uber driver might help you find a better job opportunity.
4. Be okay with things changing at work. Be open to learning new things to grow in a company. For example, if your company gives everyone a digital tablet, it's important to be ready and willing to learn how to use it for work.



Activity Time

Pick a classmate to be your partner for this activity. Write down the skills you currently have and the skills you want to learn in the future. Exchange your ideas and discuss.

What are some ways in which you can improve your technology skills?



Check Your Understanding

Write down important future skills based on what you have learned.

57% of companies say more than half their workforce works from home at least two days per week.

Did You Know

What I learnt today:

(10 mins)

Put a ✓ if you know this topic well.

1. I can explain what the future of work looks like post COVID.
2. I can list the skills required in the future for workplaces.



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2.2 Platform and Gig Economy

In this lesson you will learn:

1. What is platform and gig economy
2. How to find job opportunities in platform and gig economy

Let's learn about platform and gig economy



Story Time

Kenny gets a new smartphone.

He bought it because he heard that there are apps that can help you find new jobs. He wants to learn more about how to use these apps.



Activity Time

Can you help Kenny identify the services provided by the above apps in the pictures?



Discovery Time

The “gig” economy is a system of work where people work in part-time or temporary positions. They are also called independent contractors or freelancers. Each specific project or job they get is called a “gig”.

Gig economy can be of two types: platform/app based or regular/non-app based

For eg - Amazon is a platform where sellers can sell their products.

Whereas Ola is an app where you can use taxi services or apply as a gig worker.



Online platforms and apps are a great way for gig workers to find jobs.

A platform helps the customers to connect with gig workers who can provide their services.

Search online to find at least ten examples of gig workers. Talk to your classmates and share your notes.

Check the digital lesson on the 'future of work'.



Check Your Understanding

Which of the following are platforms that offer opportunities for gig workers?

- Google
- Amazon
- Microsoft
- Uber
- Zoom
- Ola
- Swiggy
- Zepto
- Spotify
- Canva
- Dunzo
- Dell

Let's learn how to find job opportunities in platform and gig economy



Story Time

Sultan has been a driver cum handyman for a family in Mysore.

Since the whole family is moving abroad, he needs to find another job. His family requested him to spend more time with them. So, he decided to look out for a job with flexible timings.

He meets his friend Razia to see if she can help him find a job.



Since you don't wish to work for a single employer, why don't you sign up with Ola/Uber company for a driver's job?

You are also good at basic house repairs. You could sign up with Urban Company for home services during your free time.

But isn't it all very complicated?



These platforms are very easy and they provide training too. I work as an electrician with Urban Company and can choose and accept the jobs I take. It's very simple and you can be your own boss.

So how do I get started?

It's easy. Give me your smartphone. Just download the partner app for the platform you want to join. Open the app and let us get started.



Activity Time

What steps will you take to find job opportunities from the list below:

- Network with people by reaching out to friends, acquaintances and communities
- Spend a lot of money on advertisements like flyers and posters
- Drive around looking for work
- Update your resume and online profile
- Regularly look for opportunities online
- Sign up with gig opportunity platforms



Discovery Time

How to find gig work



Fix Your Resume

Update your resume with your qualifications and skills.



Talk to People

Tell friends and work contacts what you can do. They might help you find work.



Find a Gig Platform

Look for websites that offer gigs like yours.



Use Your Skills in Different Ways

See if you can use your skills for different types of gigs. Keep checking.

Explore the digital lesson on platform and gig economy for activities and quizzes to test your knowledge level



Thinking Time

Pick a social media platform: Choose where to show your skills.

Make a plan: Decide how to talk about your skills.

For example: If you're good at fixing things, you could make a video about fixing problems or give tips for care and share them on YouTube or Instagram.



Check Your Understanding

What are some of the important steps in finding gig work? Note these down.

Did You Know

A study estimates that in 2020-21, **77 lakh (7.7 million)** workers were engaged in the gig economy. The gig workforce is expected to expand to **2.35 crore (23.5 million)** workers by 2029-30

What I learnt today:

(10 mins)

Put a ✓ if you know this topic well.

1. I can define the terms platform economy and give examples.
2. I can define the term gig economy and give examples.
3. I can differentiate between traditional and gig economy jobs.
4. I can identify different platforms and the jobs available on them.
5. I can list what I need to do to find work based on my interest and skill sets to succeed in a gig economy.

2.3 Self Employment Plan

In this lesson you will learn:

1. How to identify relevant self-employment opportunities

Let's learn how to identify relevant self-employment opportunities



Story Time

Mihir is confused about his options after completing his ITI training course in Cutting & Sewing. He doesn't want to apply for a job but wants to do something on his own.



Activity Time

In pairs, discuss with your classmate and list down self-employment ideas Mihir can pursue.

Here are two ideas to help you begin your discussion:

Freelance Tailoring Service: Mihir can set up a home-based service, taking orders directly from customers. With online platforms, he can also receive orders through social media or tailoring-specific apps.

Boutique Owner: Over time, after gaining experience, Mihir can open his own boutique, showcasing his unique designs and offering customization services.



Discovery Time

Starting Your Own Work: Learning from Mihir

1. What is Self-Employment?

- You work for yourself, not for a company.
- You choose when and how you work.
- You earn money directly from the work you do.

2. Good Things About Self-Employment:

- **Your Time:** You decide when you work.
- **Freedom:** You are your own boss.
- **Money:** What you earn is yours.

3. Difficult Things About Self-Employment:

- **Money can vary:** Some months you might earn more, some months less.
- **Staying Motivated:** You need to push yourself every day and keep learning to stay updated
- **Doing Everything:** You handle all parts of the work.

4. How to Start:

- **Learn:** Know about the work you want to do. Who else is doing it? What do people want?
- **Get Better:** Take small courses to learn more.
- **Talk to People:** They can give advice or become your customers.
- **Begin Slowly:** Try your idea on a small scale first.
- **Tell Everyone:** Use chats, local ads, and friends to spread the word.

5. Examples of Self-Employment:

- **Handyman:** Fixing things in homes or buildings.
- **Home Cook:** Making and selling food from home.
- **Personal Tutor:** Teaching subjects or skills you're good at.
- **Crafts Seller:** Making and selling crafts or art.
- **Local Guide:** Showing tourists around your town or city.

Explore online for self employment opportunities in your trade and discuss with your peers.



Thinking Time

- Mihir used his sewing skills to start. What can you do with your skills?
- How will you get ready to start your own work?



Check Your Understanding

List 5 ways to let clients know about your skills and services if you are a self-employed professional. Write your answers in your notebook.

Did You Know

In India, there were **333 million** self-employed people in 2021. That's a lot! **7.6%** more than 2020. From 2010 to 2021, the number of self-employed people grew by **8.1%**.

☑ *What I learnt today:*

(10 mins)

Put a ✓ if you know this topic well.

1. I am able to identify the benefits and challenges of self employment.
2. I can find ways to self-employment opportunities to promote my skills.

2.4 Migrating for Work

In this lesson you will learn:

1. What does migration for work mean?
2. What are some safety practices to follow while migrating for work?

You will also read success stories of people who migrated for work.

Let's learn about what migration for work means



Story Time

Manju studied in an ITI in Shravasti.

She then went to Ghaziabad, a bigger city. In Ghaziabad, she found more chances to learn and grow. Now she works for the government in the Technical Education Department of Uttar Pradesh.



Discovery Time

Migration for work means going to a different place to find a job.

People do this when they think they can find better opportunities and make more money in the new place. They leave their home because they believe they can do better somewhere else.



Activity Time

**What is your dream city to work in?
Why would you want to move there?
What could be the challenges?**

What is your trade? Which city or state in your country do you think has the best opportunities for you? Where can you earn a good salary and have chances for growth? Do some online research and find out.



Thinking Time

What do you think are some advantages and disadvantages of migrating to a bigger city?



Check Your Understanding

Define migration for work. List some reasons why people migrate.

Let's learn about some safety practices to follow while migrating for work



Story Time



Kalpana is excited about moving to Bangalore from Hubli for her new job.



Manjit is worried about moving to Dubai for work.



Activity Time

List down the things that Kalpana and Manjit would consider before deciding to migrate.



Discovery Time

Factors to think about before migrating

1. Cost of travel

How much money will you need to go to the new city?
Can you visit your home often?

2. Cost of living

How much will it cost to live there? Like rent, food, and other things you need daily.
How much will you be spending on water and electricity?

3. Finding a good job

Will you like the new job? Can you grow and learn more there?

4. Money you earn

Will you get more money there? Can you save money and help your family?

5. Leaving family and friends

If you move, you will be away from your family and friends.
Can you take care of yourself? Will your family be okay without you?

Here are some safety tips to remember before going to work in a new place



Learn About the Place

Find out about the culture, language, rules, and costs in the new place. Know where you'll stay, how you'll get food, and how to move around.



Confirm Your Job

Make sure you have the job confirmed before you move.



Get Ready

Organise your important papers and have extra copies. Have a bank account for emergencies and unexpected costs.



Stay Connected

Make new friends in the new place, like neighbours and co-workers, to get support.

For international migration:

Be super careful. Check if the people helping you can be trusted. Don't believe brokers or middlemen who promise jobs. Get everything in writing or printed.



Look for safety training programs before moving to another country.

Remember, safety first!

Approximately calculate the amount required to live in a new city. Do some online research to find out about rents, groceries, food etc.

**Thinking Time**

Can you create a step-by-step plan for migrating to a bigger city?

**Check Your Understanding**

What are the factors to think about before migrating? List these down in your notebook.

Did You Know

In 2001, there were about **314.5 million** people who moved from one place to another in India. Then, in 2011, this number became **453.6 million**, which means 139 million more people moved. On average, that's about **14 million** people moving every year.

Let's read some success stories of migrating for work

Story 1: Junaid's New Start

Junaid from Bhudki Village in Uttar Pradesh used to weave carpets. But he couldn't sell enough to support his family. At 50, he went to Oman for a job. He paid a lot for this chance but found a good job that paid him well.

When he came back to India, he joined groups like Free the Slaves and MSEMVS. They taught him about safe ways to work in other countries. Now, Junaid helps others in his village who want to work outside India.

Story 2: Najma's Big Change

Najma, a young woman from Bangladesh, wanted to work abroad like many in her area. She gave money to a broker who promised her a job in Qatar. But then she met people from a group called OKUP. They taught her the right way to find jobs in other countries.

She learned she had paid too much to the broker. So, she got her passport and visa herself. Now, Najma is in Saudi Arabia, working and earning money.

What I learnt today:

(10 mins)

Put a ✓ if you know this topic well.

1. I can define migration.
2. I can differentiate between the advantages and disadvantages of migrating for work.
3. I can map out the processes to follow for migrating and ensure my personal safety.

2.5 Using the Skill India Digital Platform as a Learning and Career Resource

In this lesson you will learn:

1. Learn what Skill India Digital does
2. Learn how to use the Skill India Digital website
3. Find out how it can help you get a good job

Let's learn how to use the Skill India Digital Platform



Story Time

Ravi's Success Story

Ravi lived in a town called Ajmer. He finished school and worked in a shop. He loved using computers and wanted a job with computers. But he did not know how to start.

One day, he saw an ad for Skill India Digital on his computer. He clicked it and saw many courses. These courses taught about computers and other jobs. Ravi decided to learn.



He started with a simple course about computers. The lessons were easy to understand. They had videos and questions. If Ravi had a problem, he could ask in the course chat.

After some time, Ravi's cousin in Jaipur heard about Ravi's learning. He offered Ravi a job to work with computers in his company. Ravi used what he learned from Skill India Digital in his new job.

Now, Ravi has a good job in Jaipur. He also tells his friends in Ajmer about Skill India Digital. He wants to help them learn and find good jobs too.



Activity Time

1. Team up with a few friends.
2. Pick a subject you like on Skill India Digital.
3. Look for:
 - Popular courses in your subject.
 - How long are they? Online or classroom?
 - Do you need to know anything before joining?
 - What jobs can you get after learning?
4. Talk with your friends about what you found.
5. Now on your own: List down three courses or skills that interest you.
6. Reflect:
 - Why did you choose those particular courses or skills?
 - How do you think they can help you in your career journey?



Discovery Time

Welcome to the world of Skill India Digital!

Here's what you need to know about this amazing platform

1. Easy and Everywhere	The platform is user-friendly, available on computers, tablets, and phones. It even supports multiple Indian languages.
2. Quick and Secure Access	Register in a single step with OTP verification. Aadhar based e-KYC ensures only genuine users access services.
3. Learning Hub	Find everything - courses, skill centers, job opportunities, eBooks, and more. You can learn at your pace, join live classes, and get smart course suggestions based on your interests.
4. Your Digital Identity	Create a digital CV easily and share it with a QR code.
5. Safety and Support	Your personal data is safe with strong security measures. If you have questions, ask the chatbot or use the platform's powerful search tool.
6. Stay Connected	Receive important updates through WhatsApp, SMS, or email notifications.

Visit Skill India Digital Platform: <https://www.skillindiadigital.gov.in/home>

Use the following guidelines to explore the platform

1. Schemes	Discover various initiatives and programs that support skill development. These can offer training, financial help, and more.
2. Recommendations	Based on your profile and interests, the platform will suggest specific courses, jobs, or centers that might be right for you. Don't miss out on these!
3. Skill Courses	This is the heart of the platform. Dive into a wide range of courses that can help you learn new skills or enhance what you already know.
4. Job Exchange	Once you've gained some skills, this section will help you find job opportunities that match. It's like a bridge between your learning and your earning.
5. Centres	Find physical training centers near you. Sometimes, hands-on training in a classroom can be beneficial.

As you explore, remember that the platform is designed to be user-friendly and supports multiple languages. If you ever feel lost or have questions, don't hesitate to use the chatbot or the search tool. Happy exploring!

Identify one course or skill from the Skill India Digital Platform and start learning.



Thinking Time

1. How can you access Skill India Digital?

A Only on a computer

C Only in an offline center

B On computer, phone, and tablet

D Through a special device

2. How does the platform ensure that only real users access the services?

- A Through email verification
- B Using a secret password
- C Aadhar based e-KYC
- D By calling each user

3. What can you create and share using a QR code on the platform?

- A Your favorite songs
- B A list of your friends
- C Your Digital CV
- D Pictures from your phone

4. How does the platform suggest courses and jobs to you?

- A Randomly selects them
- B Based on popular choices
- C According to your likes and skills
- D Based on your age

5. If you have a question while using the platform, who can you ask?

- A A teacher in your school
- B The platform's chatbot
- C Your best friend
- D The shopkeeper

Check Your Understanding

1. Write a short note: If a friend asks, "What is Skill India Digital and how can it help me?", what will you say?
2. What problems do you think you might face when learning new skills, and how could the platform help you?

What I learnt today: (10 mins)

Put a ✓ if you know this topic well.

- 1. I understand what the Skill India Digital Platform is and its main purpose.
- 2. I can navigate the SIDP website and find the resources I need.
- 3. I can register on SIDP website and enrol in courses of my choice.
- 4. I can use SIDP in the future to help me learn and grow.

2.6 Green Mindset I

In this lesson you will learn:

1. What is a green mindset?
2. Building a green mindset

Let's learn about green mindset



Story Time



Padma buys vegetables on her way home. She always carries a cloth bag with her.



Prakash always carries a water bottle with him that he can refill.



Sandhya separates paper and plastic from bio waste before throwing them away.



Discovery Time

A green mindset is about how you think and feel about taking care of the environment and using resources wisely. Having a green mindset means you make choices that help the Earth.

Some important words to remember

Eco-friendly

Doing things that don't hurt the environment. Like using cloth bags instead of plastic.

Sustainability

Using things in a way that they can last for a long time without causing harm.

Like using solar energy or recycling plastic.

Resources

All the materials that are available in our environment.

Example: Oil, water, metals, minerals, stone, sand, trees, animals, fishes etc.

Pollution

Pollution is when we put harmful things into nature, such as throwing away plastic or old phones.

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Activity Time

Collect all the waste you create in a single day and try to identify all the ways you can reuse them. Share your notes with your classmates and see how they're different.

What are some products that can be manufactured from wastes?
Do some research online and find out.



Thinking Time

What are some common forms of pollution? Note these down in your notebook.



Check Your Understanding

Can you define a green mindset? What are some terms to keep in mind when talking about a green mindset?

Let's learn how to build a green mindset



Story Time

Shekar drinks tea from a shop outside his office.

He takes 4 cups of tea everyday. After drinking he throws away the plastic cup on the road beside the tea shop.



Activity Time

What should Shekar do to make his habits more eco-friendly?



Discovery Time

Green Practice.

Any activity that you do to protect and take care of the environment and resources is called a green practice. Taking care of the environment by using less electricity or vehicles, re-using plastic and paper, and disposing waste properly; all of these are green practices.

How can we build a green mindset?

1. Pay attention to what you buy. Don't buy things you don't really need.
2. Use food, water and electricity carefully. Don't waste them.
3. Be careful about using things like plastic that can harm nature.
4. Collect and recycle plastic waste from your home.
5. Reuse things again. For example, use old clothes for cleaning or old newspapers for wrapping gifts.
6. Sharing things is good too, like donating books to a library so everyone can enjoy them.

Explore the digital lessons on protecting our environment to understand more about the green mindset.



Thinking Time

Measure your green mindset using the points below and rate yourself accordingly.

Compare your total with your classmates and see how much more you need to improve your green mindset.

Always - 5 points | Sometimes - 2.5 points | Never - 0 points

1. I switch off fans, lights etc when I leave a room both at work and at home.

- Always Sometimes Never

2. I always turn off the tap when I am brushing my teeth.

- Always Sometimes Never

3. I carry my own water bottle and do not buy plastic water bottles.

- Always Sometimes Never

4. I carry a cloth bag for shopping and do not take plastic or paper bags from shops.

- Always Sometimes Never

5. I try to travel by public transport as much as possible.

- Always Sometimes Never

6. I try to separate the different types of waste in my house before throwing them away.

- Always Sometimes Never

7. I carry my own lunch and try not to order food.

- Always Sometimes Never



Check Your Understanding

What are some steps you can take right away to develop your green mindset?

More than **400 million tons** of plastic are made every year all around the world. About half of that is used only one time. But only a small part, **less than 10%**, gets recycled.

Did You Know

What I learnt today:

(10 mins)

Put a ✓ if you know this topic well.

1. I can define the term 'Green Mindset.'
2. I can recognise and follow green practices in my personal and professional life.



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2.7 Green Mindset II

In this lesson you will learn:

1. How to differentiate workplace practices that fit/do not fit with green mindset
2. Green jobs

Let's learn about green mindset



Story Time



Company A

Company B



Activity Time

Help Reema choose which company she should work for based on their green mindset.



Discovery Time

A green workplace is where the company cares about its workers, the environment, and its success. Even small changes can make employees and the environment feel better.

Let us look at the differences between a workplace that has green practices and one that does not.

Good practices	Not-so-good practices
✓ Use less paper	✗ Print a lot of paper
✓ Use energy-saving lights	✗ Use lights that make heat and use a lot of energy
✓ Use solar panels along with electricity	✗ Use lights that make heat and use a lot of energy
✓ Turn off lights and fans when not needed	✗ Keep lights on all the time
✓ Separate and recycle waste	✗ Don't separate and recycle waste
✓ Use air conditioners only when necessary	✗ Keep air conditioners on all the time
✓ Use fewer disposable things in the canteen	✗ Use a lot of single use cups and plates
✓ Grow plants wherever possible	✗ No plants inside or outside the office
✓ Tell people to bring their own water bottles	✗ Allow people to use plastic water bottles
✓ Do events for the environment and donate things	✗ Don't care about the environment or do events
✓ Encourage use of public transport	✗ Don't tell people about using buses or trains
✓ Help clean the local area and spread awareness	✗ Don't help the community or care about waste
✓ Install compost bin	✗ Don't have a plan for composting
✓ Use safe cleaning materials	✗ Use harsh chemicals for cleaning

Think of two companies that you really want to work in. Do some online research to find out and compare these companies' green practices.





Thinking Time

How will you identify a workplace that does not follow green practices?



Check Your Understanding

Select True or False

1. Using a smart air conditioner that can regulate temperature efficiently in the office is NOT a green practice. True False
2. Ordering lunch that is delivered in plastic containers every day to the office is a green practice. True False
3. Keeping plastic bottles of water is NOT a green practice. True False
4. Using disposable plastics in the office canteen is a green practice. True False
5. Harsh chemical cleaners in the workplace are NOT a green practice. True False

Let's learn about green jobs



Story Time

Shyam works in a beauty salon.

The salon boss asked Shyam for green ideas to practise at the salon. Here are the things he needs to deal with:



Paper cups used for tea and water



Plastic gloves thrown away after single use



Strong chemicals used for cleaning the floor



Disposing hair waste after haircuts



Activity Time

Help Shyam come up with some solutions for the issues. Compare ideas with your classmates.



Discovery Time

A green job helps the environment and is sustainable. It can be in any sector but you will need skills to reduce pollution and save resources.

Example:

Existing jobs can also be made “green” by teaching the employees about the green mindset and practices.

Many companies in different sectors are becoming environment friendly to save the Earth’s resources and to fight climate change.

Do some online research to find out which sectors and industries are “going green”.



Thinking Time

Imagine planning an event to teach others about green mindset and practices at your future workplace. What would you do?

Here are some ideas: Hang posters, Call an expert to conduct a workshop etc. Write these down in your notebook.



Check Your Understanding

What are green jobs? Write down what you have understood in your notebook.

Did You Know

The demand for green skills is high, but only **1 in 8** workers has one or more green skills around the world.

What I learnt today:

(10 mins)

Put a ✓ if you know this topic well.

1. I can identify jobs that are relevant to my trade and those that are outside my scope of training.
2. I can find ways to self-employment opportunities to promote my skills.