

VOC176 The Future of Work

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The Future of Work: New Age Economy

1. New-Age Economy and the Future of Work

The global world of work is undergoing a significant transformation driven by rapid technological advancement, digitalisation, automation, and changing business models. Flexible, skill-based, and project-oriented work arrangements that together define the **New-Age Economy**. This evolving landscape includes formal employment, remote and hybrid work, platform-based roles, freelance assignments, and entrepreneurial opportunities enabled by digital technologies.

In India, the new-age economy has expanded rapidly due to affordable internet access, widespread smartphone usage, and growing demand across sectors such as logistics, education, digital services, e-commerce, content creation, marketing, IT-enabled services, and professional support functions. For undergraduate students, particularly those from Hindi-medium, non-technical, and semi-urban backgrounds. This shift has created **diverse pathways to employment, skill-based income opportunities, and career entry points** beyond conventional job structures.

Within this broader economy, the **platform economy** represents an important component, offering flexibility and early work exposure. However, participation in the new-age economy also presents challenges such as evolving workplace norms, legal awareness gaps, rapid skill obsolescence, and the need for strong self-management, adaptability, and ethical conduct.

This course is designed to equip students with the **knowledge, skills, and mindset required to understand and navigate the new-age economy**, enabling them to make informed career choices, adapt to changing work environments, and participate responsibly and sustainably in both traditional and emerging forms of employment.

2. Course Objectives

1. To enable students to understand emerging work models, including platform workplaces, freelancing, and platform-based employment.
2. To equip students with practical skills required to access, perform, and sustain work in the gig economy.
3. To build career resilience by preparing students to manage income uncertainty, professional risks, and ethical challenges.

3. Course Duration and Delivery Model

Total Course Duration: 75 Hours

- Video-Based Conceptual Learning: 45 Hours
- Gamified Learning, Simulations: 25 Hours
- Assessment: 5 Hours

The course is delivered online and designed for self-paced learning. Gamified activities will be delivered through a web platform compatible with hand-held devices to reinforce practical understanding.

4. Expert Lectures

1. Provide first-hand insights into emerging career models from industry practitioners.
2. Expose students to real-world expectations related to skills, productivity, and professional conduct.
3. Highlight key opportunities, challenges, risks in future work along with strategies to manage them.
4. Offer career-oriented guidance on sustainable growth, ethics, and long-term planning

5. Gamified Learning Approach

Gamified learning will be used extensively to help students learn by doing in a risk-free environment.

Examples include:

- Creating profiles and responding to employee and client requirements
- Managing fluctuating income and time through scenario-based challenges
- Receiving feedback and scores based on decision quality and professionalism
- How to present yourself in a professional way and professional communication
- Writing CVs, selecting platforms to apply for jobs and gigs, managing interviews
- Managing personal resources and finances to emerge as a successful professional

6. Chapter-wise Course Structure

Module 1: Career Awareness

Sub Module	Description
Introduction to Career Awareness	Difference between job, work, profession, and career; importance of career awareness; consequences of poor career decisions; overview of the full course structure.
How the Job Market Works	How jobs are created; role of companies, government, startups; supply vs demand of skills; why degrees alone do not guarantee jobs; impact of economic changes on employment.
Traditional Course-Based Careers vs Emerging Jobs	Traditional career paths linked to degrees (BA, BCom, BSc); limitations of degree-locked careers; introduction to emerging roles (AI-assisted roles, digital, hybrid jobs); why new jobs don't fit old degree labels.
Understanding Entry-Level Roles	Purpose of entry-level hiring; expectations from fresh graduates; learning vs performance balance; common fresher mistakes; realistic view of salary and growth.
Reading & Interpreting Job Descriptions	Structure of job descriptions; identifying required vs preferred skills; understanding hidden employer expectations; analysing entry-level job postings.
Sector-Wise Career Opportunities	Employment opportunities in private sector, government jobs, startups, gig economy and freelancing; sector suitability based on risk and personality.
Mapping Qualifications to Job Roles	Linking academic background to multiple career paths; core vs applied roles; examples across streams; breaking degree-based career myths.
Local vs National Job Markets	Differences between local and national job markets; opportunities in small cities vs metros; remote work options; cost of living vs salary considerations.
Career Choice as a Decision Process	Career choice vs job selection; emotional vs logical decision-making; influence of family and society; short-term comfort vs long-term growth.

Module 2 Self Assessment

Sub Module	Description
Introduction to Self-Assessment	Meaning and importance of self-assessment; difference between self-belief and self-knowledge; role of self-awareness in career decisions.
Basic Self-Assessment	Assessing current abilities, interests, and limitations; academic vs practical strengths; recognising comfort zones.
Identifying Personal Strengths	Types of strengths (skills, habits, attitudes); transferable strengths; strengths gained through academics, teamwork, and responsibilities.
Identifying Personal Limitations	Understanding limitations without fear; skill gaps, behavioural gaps, communication gaps; improvable vs fixed limitations.
Recognising Work Preferences	Preference for routine vs dynamic work; individual vs team roles; indoor vs field work; pressure tolerance.
Understanding Career Constraints	Family, financial, geographic, health, and social constraints; short-term vs long-term constraints; working within limitations.
Matching Abilities to Job Roles	Aligning abilities with job requirements; realistic role selection; avoiding over-ambition and under-confidence; role examples across sectors.

Module 3 Job Search Skills

Sub Module	Description
Introduction to Job Search Strategy	Job search as a process; common student mistakes; overview of job search stages; mindset shift from waiting to proactive searching.
Types of Jobs & Hiring Channels	On-campus vs off-campus hiring; private jobs, government exams, internships; introduction to the hidden job market.
Understanding Employer Hiring Behaviour	How recruiters shortlist; basics of ATS; why resumes get rejected; recruiter perspective for entry-level hiring.
Identifying Suitable Job Roles	Matching career awareness with job roles; filtering jobs by skills, location, and growth; avoiding random applications.
Job Search Platforms – Overview	Job portals, company career pages, internship platforms; awareness of fake job listings.
Using Job Portals Effectively	Profile creation; search filters; alerts; common mistakes students make on job portals.
Introducing LinkedIn	Purpose of LinkedIn; profile basics
LinkedIn for Job Search	Recruiter visibility; networking vs job hunting mindset.

Module 4 Building Resume and CV

Sub Module	Description
Resume Basics – Purpose & Structure	Resume as a marketing document; resume vs bio-data; sections of a fresher resume; employer expectations.
Resume Content – Education & Skills	Writing education clearly; listing skills honestly; technical vs soft skills; avoiding filler content.
Resume Content – Projects & Internships	Importance of projects; describing projects meaningfully; internships, workshops, unpaid work and learning value.
Resume Formatting & Common Mistakes	Resume layout; fonts and length; spelling and formatting errors; examples of weak vs strong resumes.
Customising Resume for Job Roles	Why one resume doesn't work; role-specific resumes; keyword alignment with job descriptions.
Writing Effective Cover Letters	Purpose of cover letters; when they matter; basic structure; common mistakes by freshers.
Job Application Strategy	Quality vs quantity of applications; tracking applications; follow-ups; dealing with rejection professionally.
Internship & Apprenticeship Search	Why internships matter; paid vs unpaid roles; internships as career entry points.
Campus Placement	How campus placements work; limitations; mass recruiters vs

	niche recruiters; expectation management.
Off-Campus Job Search Strategy	Importance of off-campus search; self-driven approach; consistency and discipline in job hunting.
Networking for Job Search (Basics)	Meaning of networking; approaching seniors, alumni, faculty; ethical and respectful networking.
Informational Interviews	What informational interviews are; learning-focused conversations; professional etiquette.
Understanding Job Scams & Frauds	Fake job offers; placement guarantee scams; how freshers are targeted; safety precautions.

Module 5 Interview skills and selection readiness

Sub Module	Description
Introduction to Interviews	What interviews are meant to assess; myths and fears around interviews; interview as a two-way evaluation.
Types of Interviews	HR interviews, technical interviews, managerial interviews; walk-in, campus, virtual, and panel interviews.
Interview Process & Stages	Screening, first round, technical round, HR round, final selection; how candidates are evaluated at each stage.
Interview Preparation Strategy	How to prepare before an interview; understanding job role, company basics, resume review; preparation checklist.
“Tell Me About Yourself”	Structuring a clear self-introduction; avoiding memorised answers; tailoring introductions to roles.
Common Interview Questions (Entry-Level)	Strengths, weaknesses, career goals, academic questions; framing honest and structured responses.
Behavioural Event Interviews (BEI)	STAR method; answering experience-based questions; handling “no experience” situations ethically.
Communication & Body Language	First impressions; posture, eye contact, tone; confidence vs arrogance; clarity in speaking.

Module 6 Workplace Readiness & Work Discipline

Sub Module	Description
Introduction to Workplace Readiness	Meaning of workplace readiness; difference between college life and work life; expectations from first-time employees; overview of work discipline.

Understanding Workplace Roles & Responsibilities	Job roles vs tasks; accountability vs authority; understanding reporting structures; importance of clarity in responsibilities.
Planning Daily and Weekly Tasks	Breaking work into tasks; creating simple daily and weekly plans; prioritising routine and non-routine work.
Managing Time Against Deadlines	Understanding deadlines; estimating task duration; avoiding procrastination; consequences of missing deadlines.
Task Sequencing & Prioritisation	Urgent vs important tasks; sequencing multiple assignments; handling overlapping deadlines.
Tracking Task Completion	Monitoring progress; updating supervisors; documenting completed work; basic task-tracking methods.
Following Workplace Routines & Processes	Attendance, reporting time, breaks; adherence to standard operating procedures (SOPs); respecting organisational processes.
Managing Multiple Tasks	Handling parallel responsibilities; avoiding overload; asking for help appropriately; maintaining quality while multitasking.

Module 7 Professional Communication

Sub Module	Description
Introduction to Workplace Communication	Importance of communication at work; difference between casual and professional communication; consequences of poor communication.
Clear Verbal Responses	Speaking clearly and concisely; tone and language at work; avoiding ambiguity; responding appropriately to seniors, peers, and clients.
Following Instructions Accurately	Listening skills; understanding task instructions; confirming understanding; avoiding errors due to assumptions.
Asking Work-Related Questions	Asking questions without hesitation or fear; timing and framing questions; avoiding repeated mistakes due to silence.
Communicating Delays & Problems	Informing supervisors about delays; professional escalation; communicating issues early; avoiding last-minute surprises.
Professional Email Writing	Structure of professional emails; subject lines; tone and clarity;
Common Mistakes in Emails	common email mistakes by freshers; replying vs forwarding etiquette.

Workplace Messaging & Digital Etiquette	Professional use of WhatsApp, Teams, Slack; response timing; emojis and informal language boundaries.
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Module 8 Professional Conduct

Sub Module	Description
Participating in Workplace Discussions	Speaking in meetings; expressing opinions respectfully; listening to others; avoiding dominance or silence.
Receiving Feedback Professionally	Understanding feedback vs criticism; emotional control; acting on feedback; growth mindset at work.
Resolving Miscommunication	Causes of workplace misunderstandings; clarifying intent; correcting errors; repairing professional relationships.
Team Participation & Collaboration	Working in teams; sharing responsibilities; respecting roles; cooperation across departments.
Workplace Diversity & Inclusion	Respecting diversity in background, language, culture; inclusive behaviour; avoiding bias and stereotyping.
Gender Sensitivity at Workplace	Appropriate behaviour across genders; professional boundaries; understanding harassment prevention basics.
Conflict Handling at Work	Managing disagreements constructively; avoiding escalation; professional disagreement vs personal conflict.
Codes of Conduct & Professional Behaviour	Understanding workplace codes of conduct; discipline policies; consequences of misconduct.

Module 9 Legal, Digital & Ethical Readiness

Sub Module	Description
Introduction to Workplace Legal & Ethical Awareness	Why legal and ethical awareness matters; common mistakes freshers make; consequences of ignorance; overview of the unit.
Understanding Employment Documents	Offer letters, appointment letters, contracts; key clauses; probation, notice period, bonds; what to read before signing.
Employee Rights	Basic employee rights; fair wages, leave, working hours; protection against exploitation; importance of awareness.
Employee Duties & Responsibilities	Professional responsibilities; confidentiality; adherence to policies; accountability at work.
Employer Obligations & Expectations	What employers are required to provide; workplace standards; ethical employer behaviour; mutual responsibility model.
Wages, Leave & Working Conditions	Salary structure basics; paid leave, holidays, overtime; workplace facilities; understanding company policies.
Workplace Safety & Compliance	Physical safety, health guidelines, emergency protocols;

	reporting unsafe conditions; compliance culture.
Misconduct & Disciplinary Action	What constitutes misconduct; minor vs major violations; disciplinary procedures; long-term consequences.

Module 10 : Career Growth

Sub Module	Description
Understanding Career Growth	Difference between job change and career growth; short-term vs long-term thinking; growth as skill accumulation, not just promotion.
Career Progression Paths	Examples across sectors. Entry-level → mid-level → senior roles; vertical vs horizontal growth; specialist vs managerial paths; Commerce, Humanities and Others will be treated separately.
Performance-Based Growth	How performance is measured; visibility at work; importance of consistency, reliability, and learning attitude.
Skill Change Awareness	Why skills become obsolete; impact of technology, AI, and automation; recognising early signs of skill irrelevance.
Upskilling & Reskilling Decisions	Choosing what to learn next; avoiding random certifications; aligning learning with career direction and demand.

Module 11 Gig Work & Adaptability

Sub Module	Description
Introduction to Gig & Flexible Work	Gig economy overview; freelancing, contract work, remote work; when gig work is suitable and when it is not.
Identifying Gig Opportunities	Types of gig roles; platforms and marketplaces; aligning gig work with skills and availability.
Managing Gig Work	Managing clients, timelines, and deliverables; discipline in gig work; maintaining quality without supervision.
Gig Income & Risk Management	Irregular income handling; payments, taxes awareness; managing uncertainty and financial discipline.
Ethical Practices in Gig Work	Honesty with clients; quality commitments; avoiding shortcuts; building long-term credibility in gig careers.
Balancing Gig Work & Long-Term Career	Avoiding career stagnation; balancing income needs with skill growth; strategic use of gig work.