

Open Elective Paper

(4.7) Corporate leadership Skills

Unit -1 – Communication Skills

08 Hours

Communication skills, Seven C's of effective communication, listening, Developing listening Skills, Anatomy of poor listening, strategies for effective listening, public speaking, and Steven Covey's 7 habits of highly effective people.

Unit -2 –Self-Awareness and Self Development

10 Hours

Meaning and importance of self-awareness, improving self-awareness, benefits of understanding self, SWOT analysis, Who am I, Attributes, Importance of Self Confidence, Self Esteem, advantages of high self-esteem, Goal setting, setting of short term and long term goals, SMART Goals, strategies to achieve goals, Time Management and effective planning, Time Management skills, Self-development Body language, good manners and etiquettes.

Unit – 3 – Leadership skills

12Hours

Transformational and Transactional leadership, leadership skills, Team Johari window and Transactional Analysis in brief building importance of Team building, Team building process, innovations and creativity, interpersonal relationship and Emotional Quotient, Decision making skills, problem solving, techniques of problem solving, importance of yoga in developing personality and self-motivation, pranayama and meditation, Stress Management – meaning, symptoms of stress, types of stress, techniques of stress management.

Skill Development Activities

1. Conduct the SWOT analysis of the students and discuss the need for converting weakness into Strength, and treats into opportunities.
2. Give a topic and ask the students to speak in JAM (Just A Minute)
3. Conduct Management Games and role plays to develop Brain storming and problem solving, Goal setting, Time management, Positive thinking and Decision making skills.
4. Conduct an audio visual activity and ask the students to give a write up on what they listened.
5. Conduct a lecture on the yoga pranayama and stress management ask the students to prepare a report and submit

References

1. Dr. Shalini Verma, "Body Language- Your Success Mantra", S. Chand, 2006.
2. Personality development and soft skills by Barun Mitra, Oxford university Press.
3. Communication skills and personality development -P.C sharma- Nirali prakashan Pune.
4. Managing soft skills for personality development by B.N Gosh, tata Mc Grawhill education pvt Ltd.

MODEL QUESTION PAPER
Open Elective Paper
Corporate Leadership Skills

Time : 3hrs

Max Marks : 50

Section – A

Answer any five sub questions. Each carries 2 marks

(5x2=10)

1. a.
- b.
- c.
- d.
- e.
- f.
- g.

Section - B

Answer any two questions. Each question carries 5 marks

(2x5=10)

- 2.
- 3.
- 4.
- 5.

Section - C

Answer any two Questions. Each question carries 15 marks

(2x15=30)

- 6.
- 7.
- 8.
- 9.