Self-Development and Personal Growth | MB 2101 | 3 Credits |

Session: Aug. 18 – Nov 18 | Faculty: Mr. Rakesh Seth

Course Outcomes: At the end of the course, students will be able to

CLO 1: Learn to understand about self and others for individual effectiveness

CLO 2: Learning to work and through others at the workplace

CLO 3: Able to develop and lead team and learn to contribute to teamwork through creative problem solving

CLO 4: Learn to remain buoyant, work under adverse situations and create impressions during interaction with others

CLO 4: To fulfils the requirements of present-day employers, who demand sound managements skills employability.

A.   SYLLABUS

Learns to understand self and others for individual effectiveness. Learn to work with and through others at workplace. Able to develop and lead team and learn to contribute to teamwork. Able to think creatively and learn to handle and solve problem in unique and effective way. Learn to remain Buoyant and work under adverse circumstances. Learn to create impression during interaction with others (Effective communication, Power Dressing & Etiquette)

B.   TEXT BOOKS

1. Lesikar & Flately; Basic Business Communication, 10e; Tata McGraw Hill

2. Ober Scot; Contemporary Business Communication; 2004; Biztantra

3. Bovee Courtland, L. et al; Business Communication Today; 2008; Pearson Education

4. Chaturvedi P.D. and Chaturvedi Mukesh; Business Communication: Concept, Cases & Applications; 2004; Pearson Education

5. David A Whetter and Kin S Cameron; Development of Management Skills for Europe; 8e; Mike Woods.

6. Seligman, E.P. Martin; Learned Optimism: How to Change your mind and your life; 2011; Knopf Double Day Publishing

7. Tidd Joe,Bessant John; Managing Innovation; 4e;Wiley

8. Chouhan S. et al; Soft skills: An Integrated Approach to Maximize Personality; 2016; Wiley Publishing

9. Khandwala, N. et al; Fourth Eye: Excellence through Creativity; 2e; Wheeler Publishing

10. Pareek Udai; Training Instruments in HRD and OD; 2e; TMH