



SECOND SEMESTER 2023-2024
Course handout (Part-II)

Date: 09/01/2024

In addition to part-I (General Handout for all courses appended to the timetable) this portion gives further specific details regarding the course.

Course No. : MGTS F316
Course Title : Managerial and Leadership Skills
Instructor-in-charge : R. RAGHUNATHAN

1. Scope and objective of the course:

The objective of this course is to provide students with a compact kit of skills that will enable them to act as professional managers and learn to lead even without any prior work experience. It is believed that by virtue of having learnt to avoid usual mistakes and traps these students will enjoy a head start in their work situations vis-à-vis all others.

2. Text Books:

T1: Developing Management Skills, David A. Whetten, Kim S. Cameron, 2016, 9th Edition, ISBN-13: 9780133127478

T2: Introduction to Leadership: Concepts and Practice, Peter G. Northouse, 2020, 5th Edition, ISBN: 9781544351599

Reference Books:

R1. David Rees and Christine Porter, Skills of Management, Thomson Learning, 2001, 5th edition.

R2. Joseph T. Straub, The Rookie Manager, AMACOM, 2000.

Additional Materials: Extensive reading materials and slide handouts will be made available in the course page at CMS.

3. Course Plan:

Lecture	Topic(s) to be Covered	Learning Outcome	Ref.
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No.			
1-2	Role of a Manager and role of a Leader	<ul style="list-style-type: none">To describe the role of a manager and a leader.To learn basic forms of leadership styles/behavior.	Reading Note T2: Ch. 2, 3 & 5
3-4	Ethics and Integrity	<ul style="list-style-type: none">Understand the need to be ethical.Learn ethical concepts and tools.	T2: Ch. 12
5-6	Trust & Commitment	<ul style="list-style-type: none">Learn how to earn trust and commitment.	Reading Note

Lecture No.	Topic(s) to be Covered	Learning Outcome	Ref.
7-8	Emotional Intelligence	<ul style="list-style-type: none">Understand the elements of Emotional Intelligence.	Reading Note
9-10	Networking Skills	<ul style="list-style-type: none">Understand the tools and techniques for developing networking skills.	Reading Note
11-12	Decision Making	<ul style="list-style-type: none">Relate to decision making scenarios and discuss the steps involved in decision making.Build intuition capability.	Reading Note
13-14	Vision and setting goals	<ul style="list-style-type: none">Understand the concept of visionTo describe the process for setting goals systematically.	T2: Ch. 7
15-16	Team Building	<ul style="list-style-type: none">Understand different types of teams, roles of chairman and members of team.	T1: Ch. 9
17-18	Delegation	<ul style="list-style-type: none">Outline the steps for effective delegation.	T1: Ch. 8
19	Basics of Supervision	<ul style="list-style-type: none">Differentiate the role of a manager and a supervisor. Design effective control systems.	Reading Note
20-21	Communication Skills	<ul style="list-style-type: none">Understand the basics of Effective speaking, Listening, Presentation and Persuasion.	T1: Supplement A, Ch. 4 & 5





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22-23	How to Handle Meetings	<ul style="list-style-type: none">Learn different types of meetings, do's and don'ts of a meeting.	T1: Supplement C
24-25	Negotiation Skills & Techniques	<ul style="list-style-type: none">Describe the steps involved in a professional negotiation. Learn different negotiation styles.	Reading Note
26-27	Interviewing Skills	<ul style="list-style-type: none">Relate to the role of an interviewer.Build a repertoire of effective interviewing techniques.	T1: Supplement B
28-29	Process of Induction	<ul style="list-style-type: none">Describe the steps in developing an induction program.Construct an induction program.	Reading Note
30	Training & Dev.	<ul style="list-style-type: none">Design training programs.	Reading Note
31	Mentoring & Coaching	<ul style="list-style-type: none">Understand the basics of mentoring & coaching. Differentiate mentoring & coaching.	Reading Note
32-33	How to Appraise Employees	<ul style="list-style-type: none">Differentiate good and bad practices in appraisal interviews.	Reading Note
34-35	Managing Change	<ul style="list-style-type: none">Know the reasons for change.Learn how to manage change.	T1: Ch. 10





Lecture No.	Topic(s) to be Covered	Learning Outcome	Ref.
36	Grievance Handling	<ul style="list-style-type: none">Examine the causes for grievances.Develop strategies to handle grievance.	Reading Note
37-38	Time management	<ul style="list-style-type: none">Compare and contrast urgency vs. importance.	Reading Note
39-40	Stress Management & Work Life Balance	<ul style="list-style-type: none">Learn the nature and causes of stress.Explore various techniques for work life balance.	T1: Ch. 2

4. Evaluation Scheme:

Evaluation Component	Weightage (%)	Duration	Operational Details	Nature of Component	Date, Time and Venue
Mid Term Test	25	90 Min.	Theoretical and or Application oriented questions	Closed book	15/03 - 11.00 - 12.30PM
Quiz (Announced)	10	30 min	MCQ's	Closed book	16/04/24 (8:00 AM)
In-class activities participation*	15	NA	Activities	Open book & In-class	Continuous
Assignment(s) / Case studies	15	3 Hours	To be announced in the class	Open book, In-class and or Take home	07/04/2024 (10:00 AM to 12:30 PM)
Comprehensive Exam	35	3 hours	Theoretical and or Application oriented questions	Closed Book	16/05 AN

* Make up is not available for this component. Operational details will be shared in the class





5. **Chamber Consultation hour(s):** Tuesday 5:00 p.m. to 6:00 p.m.

6. **Notices:** Notices, if any, will be shared in the course page at 'CMS' only.

7. **Policies:**

- For make-up, prior permission from the instructor in-charge should be taken.
- Policies related to class attendance, and late submissions will be shared in the class.
- Academic honesty and integrity are to be maintained by all the students throughout the semester and no type of academic dishonesty is acceptable.

Note: The pace of coverage will vary with *class interest*, the liveliness, new insights & quality of discussions or lack thereof. Hence, information on specific in-class activities to be assigned during the scheduled class is not specified in this handout.

Academic Honesty and Integrity Policy: Academic honesty and integrity are to be maintained by all the students throughout the semester and no type of academic dishonesty is acceptable.

Instructor-in-Charge

MGTS F316

