**Important Topics (Unit-5)**

1. Creativity-Definition, Importance

Characteristics of Creative people

1. Fluency-Definition and Importance
2. Originality- Definition and Importance
3. Curiosity- Definition and Importance

How to nurture curious attitude? (8 steps)

1. Critical Thinking- Definition, Steps (7), skills
2. Bias- definition

How to detect bias

1. Difference between creative thinking and critical thinking
2. Benefits and techniques of creative thinking

**Important Topics (Unit-4)**

1.Stress-Definition, Types, 4 A’s of stress

2.Stressor-Definition, Kinds

3.Resilience- Definition, Characteristics

4.Tolerance-Definition

5.Self Confidence-Definition, Types, Advantages, How to develop Confidence

6. Team work- Definition, Advantages, Characteristics to build up a team

7.Compassionate Leadership-Definition, Importance

8.Positive Thinking- Definition

9.How to control your mind?

**Important Topics (Unit-3)**

1. Motivation ---Definition,Sources

* Types of rewards in motivation
* How to motivate others.
* How to cultivate individual skills at workplace.

1. Initiative-Definition,steps to take initiative at workplace.
2. Willingness to work-Definition
3. Eagerness to take on work
4. Enthusiasm-Definition, Importance ,Ways to raise enthusiasm.
5. Learning ability-Definition
6. Going the extra mile-Definition, Advantages
7. Ways for organizing one to one correspondence.
8. How to develop understanding?
9. How to mobilise optimal performance?
10. Benefits of praise and compliments and employee involvement.
11. Smart-full form and definition
12. How to promote an active employee involvement?
13. Trust-Importance, Ways to build trust
14. Maslow’s Hierarchy theory.