

Managing Self and Others

Course Objectives

The goal of this course is to understand how the effective manager should be in an organization in order to improve both efficiency and quality of employee life. The course will give the students insight into the psychological factors of employee which will directly and indirectly impact their work life or Life.

Syllabus

Basic Personality development factors -Stress management-Time management-Emotional Intelligence-leadership and change management-Crisis management.

Expected Outcome

On successful completion of this one should be able to understand how effective a manager can be in an organization by giving importance to factors that impact Work Life as well as personal life.

References

1. Schermerhorn J.R. Jr., Hunt J.G & Osborn R.N., Managing Organizational Behaviour, John Wiley
2. Luthans, Organizational Behaviour , McGraw Hill, International
3. Daniel Goleman, Working with Emotional Intelligence.USA:Bantam Books
4. Prasad,Colonel V.R.K Managerial Effectiveness-Concepts and Cases, ICFAI University Press.
5. Rastogi, P.N, Managing Creativity for Corporate Excellence. Macmillan India Ltd.

COURSE PLAN

I Managerial Effectiveness- Characteristics of An Effective Manager- Basic Managerial Skills, Productivity, Effective Decision –Making , Effective Communication, Participation, Creativity- Developing and Enhancing Creativity- Interpersonal Skills-Transactional Analysis-, Ethical managers

II Importance of Time Management- Analysis of Time, Planning Time and Resource, Setting Goals and Objectives, Planning To Achieve Goals, Creativity, Importance Of Being Creative, Developing Creativity, Enhancing Creativity

First Internal Exam

III Emotional Intelligence In Management; The Nature of Emotional Intelligence; Evolution of Emotional Intelligence; Components of Emotional Intelligence; Analyzing the Impact of Emotions In The Workplace; Applications of Emotional Intelligence In The Workplace; Emotional Intelligence In India

Organization; Improving Emotional Intelligence; Interpersonal Skill; Introduction to Interpersonal Skills; Developing Interpersonal Skills

IV Stress Management; Kinds of Stress- Sources Of Stress, Effects Of Stress Strategies For Coping With Stress Maintaining Work – Life Balance Spiritually and Stress Management -Managing Stress-Burnout Management-Yoga and Meditation

Second Internal Exam

V Change management Skills -Leadership Skills -Crisis Management Skills-Identifying and Preventing a Crisis- Resolving the crisis-Communication In Crisis Management

Final Exam