

MOTHER TERESA WOMEN'S UNIVERSITY
KODAIKANAL – 624102

COMMON PAPER FOR UG

COURSE CODE	U21CSS31 / U21MSS42	MANAGERIAL SKILLS	L	T	P	C
SKILL BASED ELECTIVE			2	-	-	2
Cognitive Level	K2: Understand K3: Apply K4: Analyse K5: Evaluate					
Course Objectives	The course aims <ol style="list-style-type: none"> 1. To make students well versed with the managerial skills 2. To strengthened managerial skills, like decision-making skills, team development, conflict management and time management. 3. To develop critical thinking skills and the ability to use a process for decision making. 					

Unit 1: Managing Self and Others

Importance of Knowing Oneself - Process of Knowing Oneself - SWOT Analysis -Stages in Interpersonal Relationship - Relationship Building

Unit 2: Managing Time

The 80:20 rule - Time Management Matrix - Scheduling - Grouping of Activities - Overcoming Procrastination - Time Circle Planner

Unit 3: Decision Making

Decision Making Process - Steps in Effective Decision Making - Effective Decision Making in Teams - Decision Making Styles

Unit 4: Team Building and Leadership

Skills Needed for Teamwork - Characteristics of an Effective Team - Leadership Traits - Leadership Styles

Unit 5: Conflict Resolution and Stress Management

Sources of Conflict - Functional vs. Dysfunctional Conflict - Managing Conflicts - Importance of Work-Life Balance - Achieving Work-Life Balance

Text Book

1. Alex K., Managerial Skills, S. Chand, 2013

Reference:

1. McGrath E. H., Basic Managerial Skills for All, PHI, 2011
2. Harvard Business Review Manager's Handbook: The 17 Skills Leaders Need to Stand Out (HBR Handbooks), Harvard Business Review Press, 2017

Course Outcomes

On successful completion of the course, the students will be able to,

K2	CO1	identify and reflect the personal characteristics of students that helps them achieve and expand their objectives within the workplace.
K3	CO2	understand the importance of time management and exhibit self-management by setting reasonable boundaries.
K3	CO3	equip to understand and influence the decision-making processes of other individuals and groups.
K5	CO4	enhance creativity, confidence, teamwork, and problem-solving skill
K4	CO5	understand the key practical and theoretical concepts of managing and resolving conflicts.

K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate