

LEADERSHIP & PERSONALITY DEVELOPMENT

Course Code: MSCLP001

Total Session: 45 Hrs

Objective:

The object of this course is to make individuals competent to function effectively and manage and influence the employees. It assists in organizing and synthesizing complex ideas into a tapestry of words and images. It also aid in improving the critical skill- visioning process and eventually aiding in analyzing the past, understanding the present and exploring options to craft a clear future vision.

Unit I: Introduction to Management (4 Sessions)

Meaning & Definition of Management – Functions of a Manager- Difference between Manager & Leader

Unit II: Power, Authority & Influence (3 Sessions)

Meaning of Power- Distinctions between Power, Authority & Influence- Bases of Power

Unit III: Introduction to Leadership (6 Sessions)

Meaning and Definition of Leadership – Basic Types of Leadership – Autocratic, Bureaucratic and Democratic Leadership, Transformational Leadership - Characteristics of Leadership - Recognition & Motivating Tips for Leading Staff

Unit IV: Conflict & Collaboration (3 Sessions)

Sources of Conflict- Classification of Conflict-Organizational Conflict-Approaches to Conflict Management- Collaboration

Unit V: Emotional Intelligence & Decision Making (4 Sessions)

Emotional Intelligence- Emotional Quotient & Emotional Intelligence Quotient- Components of Emotional Intelligence – Skills to develop Emotional Intelligence- Importance of Decision Making in an organization- Decision Making Process- Decision Making Skills

Unit VI: Team Building Exercise & Case Study (4 Sessions)

Team Building Exercise for participants to recognize their Leadership Abilities – Discussion of Case Study based on Leadership/Audio Visual Aids to explain Leadership further.

Unit VII: Personality & Attitude (4 Sessions)

Meaning of Personality – Personality Determinants – Matching Personality with Jobs- Concept of Attitudes- Attitudes & Consistency

Unit VIII: Managing Communication (4 Sessions)

Definition of Communication- Role of Communication in Organization- Types of Communication- Barriers to Communication

Unit IX: Time Management (3 Sessions)

Meaning of Time Management – Managing Self- Objectives of Time Management – Learning Time Management

Unit X : Professionalism & Grooming (4 Sessions)

Meaning of Professionalism – Developing Professionalism at workplace- Professional Ethics- Professionalism at Work- Meaning of Grooming- Dress & Grooming for Success- Basic Guidelines to Grooming

Unit XI: Team Building Exercise & Case Study (5 Sessions)

Team Building Exercise for participants to understand and develop their Personality –Audio Visual Aids to explain Personality & Grooming.

Reference Books

1. Leadership Development, *by John Mitchell, Natalie Mitchell and Bogdan Gudzenko, 2012*
2. Servant Leadership in Action: How Can You Achieve Great Relationships and Results, *Edited by Ken Blanchard and Renee Broadwell, 2018*
3. Emotional Intelligence, *by Daniel Goleman.*
4. Difficult Conversations: How to Discuss What Matters Most, *by Douglas Stone, 2010*
5. Organizational Behavior, *by Stephen P Robbins, 2016*
6. Self Grooming Guide for a Perfect Man, *by Prem Bhallla*