

CENTRE FOR LIFE SKILLS AND SOFT SKILLS

23CLAEEEC03

**CERTIFICATE COURSE IN LEADERSHIP AND MANAGEMENT SKILLS
COURSE DURATION – 1 SEMESTER**

Credits: 2

Theory: 2 Credits

Course Code	23CLAEEEC03	Course Credits	L:2 T:0 P:0
Max. Marks	Theory: 50 (Internal: 15. External:35)	Time of end term examination	3 Hours

Note:

This Course is in accordance with UGC Curriculum and Guidelines for Life Skills (Jeevan Kaushal) 2.0

Learning Objectives:

This course aims to have the learners to:

- Develop essential leadership skills to influence and motivate others.
- Understand the basic managerial functions and the skills required of a manager and develop Self-Management skills.
- Nurture a creative and entrepreneurial mindset
- Describe the ethics and moral values and appreciate the importance of ethical principles in professional and social contexts

Learning Outcomes:

Upon completion of the course, participants will demonstrate

- Examine various leadership models and understand/assess their skills, strengths and abilities that affect their own leadership style.
- Demonstrate a set of practical skills such as time management, self-management and handling conflicts
- Understand the basics of entrepreneurship and develop business plans
- Inculcate ethics and moral values for developing a balanced personality and apply ethical principles in professional and social contexts.

Unit – I (Leadership Skills)

Leadership Skills : Understanding Leadership and Its Importance; Models of Leadership; Basic Leadership Skills (Motivation • Teamwork* • Negotiation • Networking)

Unit – II (Managerial Skills & Entrepreneurial Skills)

Managerial Skills: Basic Managerial Skills, (Planning for Effective Management • How to Organize Teams? • Recruiting and Retaining Talent • Time Management • Conflict and Stress Management.) Self-management Skills, Emotional Quotient, Developing Self-

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Entrepreneurial Skills : Basics of entrepreneurship (Meaning of entrepreneurship • Classification and types of entrepreneurship • Traits and competencies of entrepreneur), Creating a Business Plan

Unit – III Innovative Leadership and Design Thinking

Innovative Leadership and Design Thinking: Innovative leadership, Concept of emotional and social intelligence • Synthesis of human and artificial intelligence* • Why does culture matter for today's global leaders?

Design thinking: What is design thinking? • Key elements of design thinking: - Discovery - Interpretation - Ideation - Experimentation - Evolution. • How to transform challenges into opportunities? • How to develop human-centric solutions for creating social good?

Unit – IV Ethics and Integrity

Ethics and Integrity Learning through biographies, What makes an individual great? • Understanding the persona of a leader for deriving holistic inspiration. • Drawing insights for leadership. • How do leaders sail through difficult situations?

Ethics and Conduct Importance of ethics. • Ethical decision-making. • Personal and professional moral codes of conduct. • Creating a harmonious life.

Managing Personal Finance: Budgeting, Saving and investing

Suggested Readings & e Resources:

1. Ashokan, M. S. (2015). Karmayogi: A Biography of E. Sreedharan. Penguin Random House, London, UK
2. Martin, R. (2007). How successful leaders think. Harvard Business Review 85(6), 60.
3. Maxwell, J. C. (2007). The 21 Irrefutable Laws of Leadership. 10th Ed. Nashville, USA: Thomas Nelson.
4. Sinek, S. (2009). Start with Why: How Great Leaders Inspire Everyone to Take Action. Portfolio London: Penguin.
5. Ackerman, C. E. (2022, November 23). 87 self-reflection questions for introspection [+exercises]. PositivePsychology.com. <https://positivepsychology.com/introspection-selfreflection>.
6. Carnegie, D. (2018). Overcoming Worry and Stress. New Delhi: Manjul Publishing House.
3. Collins, J. (2001). Good to Great. New York: Harper Business,
7. Covey, S. R. (2020). The 7 Habits of Highly Effective People (30th Ed.). New Delhi: Simon & Schuster.
8. Dawkins, E. R. (2016). 52 Weeks of Self Reflection—Your Guided Journal of Self Reflection. A B Johnson Publishing, United States.
9. Hisrich, R. D., Peters, M. P., and Shepherd D. A. (2017). Entrepreneurship. 10th Ed. McGraw Hill Education
10. Drucker, P. F. (2006). The Effective Executive. New York: Harper Business.

11. Goleman, D. (1995). Emotional Intelligence. New Delhi: Bloomsbury Publishing India Private Limited.
12. Robbins, S. P., Coulter M., and Fernandez A. (2019). Management (14th edition). Noida, India: Pearson Education.
13. Sternberg, R. J. (2004). International Handbook of Intelligence. Cambridge, UK: Cambridge University Press.
14. O'Toole, J. (2019). The Enlightened Capitalists: Cautionary Tales of Business Pioneers Who Tried to Do Well by Doing Good. New York Harper Collins.
15. Gupta, A. (2009). India's hidden hotbeds of invention. [Video]. TED Talk. https://www.ted.com/talks/anil_gupta_india_s_hidden_hotbeds_of_invention?
16. Rao, C. B. (n.d). Entrepreneurship. [Video]. NPTEL. <https://nptel.ac.in/courses/110/106/110106141/>.
17. Mondal, M. K. (n.d). Entrepreneurship Essentials [Video]. NPTEL. <https://nptel.ac.in/courses/127/105/127105007/>.
18. Joshi, A.(n.d). Entrepreneur, Entrepreneurship &Start Up - Prof. Satyajit Majumdar,NRC FMS-WISDOM. [Video]. YouTube. <https://www.youtube.com/watch?v=dNEyiSCfnos>.
19. Brown, T. (2012). Change by Design. Harper Business, New York.
20. Lynn A. B. (2015). The Emotional Intelligence Activity Book: 50 Activities for Promoting EQ at Work. Gildan Media Corporation, New York.
21. Kelly T. and Kelly D. (2014). Creative Confidence: Unleashing the Creative Potential Within Us All. William Collins Harper Collins Publishers India.
22. Kurien, V. and Salve, G. (2012). I Too Had a Dream. Roli Books Private Limited New Delhi.
23. Gupta, A. (2009). India's hidden hotbeds of invention. [Video]. TED Talk. https://www.ted.com/talks/anil_gupta_india_s_hidden_hotbeds_of_invention?
24. Kelly, D. (2012). How to Build Your Creative Confidence [Video]. TED Talk. https://www.ted.com/talks/david_kelley_how_to_build_your_creative_confidence.
25. Lynn, A. B. (2000). 50 Activities for Developing Emotional Intelligence. HRD Press: Amherst, MA.
26. Ashokan, M. S. (2015). Karmayogi: A Biography of E. Sreedharan. London: Penguin.
27. O'Toole, J. (2019). The Enlightened Capitalists: Cautionary Tales of Business Pioneers Who Tried to Do Well by Doing Good. New York Harper Collins.
28. Nellickappilly, S. (n.d). Ethics. [Video]. NPTEL. <https://nptel.ac.in/courses/109/106/109106117/>. 4. Mukhopadhyay, S. (n.d). Business Ethics. [Video]. NPTEL. <https://nptel.ac.in/courses/110/105/110105079/>
29. Pandey, I. M. (2021). Financial Management (12th ed.). Vikas Publishing.
30. Chandra, P. (2019). Financial Management Theory & Practice (10th ed). McGraw Hill Education (India) Private Limited.
31. Chandra, A. (n.d). NPTEL course on Behavioural and Personal Finance (Lectures 23 and 24). [Video]. NPTEL. <https://nptel.ac.in/courses/110/105/110105144/>.

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