



# INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal - 500 043, Hyderabad, Telangana

## COURSE CONTENT

ESSENTIALS OF MANAGERIAL SKILLS								
I Semester: MBA								
Course Code	Category	Hours / Week			Credits	Maximum Marks		
		L	T	P		C	CIA	SEE
CMBD10	Elective	3	0	-	3	40	60	100
		Contact Classes: 40		Tutorial Classes: Nil		Practical Classes: Nil		Total Classes: 40
Prerequisite: Basic concepts of management								

### I. COURSE OVERVIEW:

This course is designed to provide a foundation in the core skills and competencies required for effective management and leadership. This course helps students develop practical skills and knowledge that can be applied in various organizational settings.

### II. COURSES OBJECTIVES:

#### The students will try to learn:

- I. The management competencies in the business and personal skills.
- II. The problem solving and building relationship management in business communications.
- III. The relationship skills and business communication across cultures.
- IV. The team building culture and leadership culture in business.

### III. COURSE OUTCOMES:

#### At the end of the course students should be able to:

- CO1 Identify personal areas for skill development and apply those skills in a practical context.
- CO2 Recognize the steps of analytical problem solving and its limitations.
- CO3 Analyze and apply relationship-building skills in various situations.
- CO4 Learn the principles of coaching and counseling in a managerial context.
- CO5 Apply team-building skills and principles in practical team scenarios.
- CO6 Explore strategies for developing empowerment in the workplace.

### IV. COURSE CONTENT:

#### MODULE - I: INTRODUCTION TO SKILLS & PERSONAL SKILLS (08)

Importance of competent managers, skills of effective managers, developing self-awareness on the issues of emotional intelligence, self-learning styles, values, attitude towards change, learning of skills and applications of skills.

#### MODULE - II: PROBLEM SOLVING AND BUILDING RELATIONSHIP (10)

Problem solving, creativity, innovation, steps of analytical problem solving, limitations of analytical problem solving, impediments of creativity, multiple approaches to creativity, conceptual blocks, conceptual block bursting. Skills development and application for above areas.

#### MODULE - III: BUILDING RELATIONSHIP SKILLS (09)

Building relationship Skills for developing positive interpersonal communication, importance of supportive communication, coaching and counseling, defensiveness and disconfirmation, principles of supportive communications.

Personal interview management. Skill analysis and application on above areas.

#### MODULE - IV: TEAM BUILDING (10)

Developing teams and team work, advantages of team, leading team, team membership. Skill development and skill application.

## **MODULE - V: EMPOWERING AND DELEGATING (08)**

Meaning of empowerment, dimensions of empowerment, how to develop empowerment, inhibitors of empowerment, delegating works.

### **V. TEXTBOOKS:**

1. Byron Kalies,” Essential Management Skills”, Createspace Independent Pub, 2014.
2. DK, “The Book of Management (: The Ten Essential Skills For Achieving High Performance”, Penguin UK, 2010.

### **VI. REFERENCE BOOKS:**

1. E. H. McGrath,” Basic Managerial Skills for All”, PHI Learning, 2011.

### **VII. WEB REFERENCES:**

1. <https://books.google.com> › book
2. <https://www.taylorfrancis.com>

### **VIII. E-TEXT BOOKS:**

1. <https://www.amazon.in> › Essential-Management-Skills