PERSONAL EFFECTVENESS

II Semester: MBA							
Course Code	**Category**	**Hours / Week**			**Credits**	**Maximum Marks**	

Course Code	**Category**	**L**	**T**	**P**	**C**	**CIA**	**SEE**	**Total**
CMBC28	**Core**	0	0	2	1	30	70	100

Contact Classes: Nil	Tutorials Classes: Nil	Practical Classes: 45	Total Classes: 45

I. COURSE OVERVIEW:

This course is designed to develop learning, study and employability skills. The course will motivate students to develop a more independent, reflective and self-managed approach to study, learning, and time management. It will also outline the skills needed for effective engagement in the workplace.

II. COUSRE OBJECTIVES:

The students will try to learn:

I. The fear of public speaking and feel confident about them.
II. Skills toparticipate in group discussions andinterviews.
III. Communication skills and convince techniques in the view point of superiors, andsubordinates.
IV. The value of time factor efficiently during theirduties.
V. The change life style according to the growing modernorganizations.

III. COURSE OUTCOMES:

After successful completion of the course, students will be able to:

CO 1: Acquire pre-presentation steps to understand the structure of a good presentation and devise various techniques for delivering a successful presentation.
CO 2: Summarize the characteristics of successful group discussions to enhance communication and interpersonal skills.
CO 3: Identify the strategies of the interviewers to facilitate better responses during the "placement" interviews.
CO 4: Elaborate the concept of time management for effective planning.
CO 5: Equip the learners with a wide range of vocabulary, to give effective presentations to internal and external customers of an organization.

LIST OF EVENTS	Classes: 45

Help students to confidently face and succeed in the corporate selection processes.

I. Presentations.
II. GroupDiscussions.
III. Overcoming fear of facingInterviews.
IV. TimeManagement.
V. Vocabulary skills for critical corporate communication and to give effective presentations to internal and external customers of an organization.

Text Books:

1. Globarena, "E-Mentoring System", TPL, 1stEdition,2014.
2. Sherfeild, "Developing Soft skills", Pearson Education, 1stEdition,2013.

Reference Books:

1. Murphy: Effective Business Communication, 7/e, TMH, 2013.
2. Colin BEARD: Experiential Learning, Kogan Page, 2013.

Web References:

1. http://www.snehamumbai.org/documents/Personal%20Effectiveness.pdf
2. http://www.advalue-project.eu/content_files/EN/33/AdValue_Personal_Effectiveness_EN.pdf

E-Text Books:

1. https://www.amazon.com/Journey-Personal-Effectiveness-Bjorn-Ulgenes ebook/dp/B013U28DIA
2. http://www.pearsoned.co.uk/bookshop/detail.asp?item=100000000593181