

Semester	Course Code	Course Category	Hours/ Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
III	23MBAVAC1	CORE - XIII	6	-	-	100	100
Course Title		LIFE SKILLS FOR MANAGERS					

SYLLABUS		
Unit	Contents	Hours
I	Meaning and significance of life skills - Life skills identified by WHO - Self- awareness - Empathy - Critical thinking - Creative thinking- Decision making -problem solving - Effective communication - interpersonal relationship.	6
II	Life skills for professionals- positive thinking - right attitude - learning skills, research skills- perseverance - setting goals and achieving them - helping others - leadership- motivation - personality development - IQ, EQ, SQ and HQ.	6
III	Stress Management – Stress - reasons and effects - identifying stress - - stress management techniques – Approaches - action-oriented - emotion-oriented, acceptance – oriented – resilience - Gratitude Training - Coping with emotions - Identifying and managing emotions - harmful ways of dealing with emotions - PATH method and relaxation techniques – Emotional Intelligence.	6
IV	Morals Values - Integrity- Civic Virtue - Respect for Others-Living Peacefully – Caring - Sharing – Honesty - Courage - Valuing Time - Time management – Cooperation – Commitment - Self-Confidence - Character, Spirituality - Avoiding Procrastination.	6
V	Introduction to Social Media Websites - Power and Political Economy of Social Media - Google – Good or Evil? – Facebook and Whats App - Surveillance in the age of Fake News – Influencer Capitalism - Twitter Democracy – Manifesto for Truly Social Media - Managing Remote Emotions – Work Life Integration Skills.	6

*Self-study portions

Text Book(s):
<ol style="list-style-type: none"> Chitra Krishnan, B. Sudha Sai, B.Sandhya, Life Skills, 1st edition, Notion Press, Chennai (2016). Prakash S, Life Skills 101, 1st edition, See Change Consulting, Chennai, 2016. R.S.Naagarazan, Professional Ethics and Human Values, New Age International Publishers, New Delhi (2006). Christian Fuchs, Social Media: A Critical Introduction, 3rd Edition, SAGE Publications, New Delhi 2021.

Course Outcomes	
Upon successful completion of this course, the student will be able to:	
CO No.	CO Statement
CO1	Define and Identify different life skills.
CO2	Understand the different life skills required in personal and professional life.
CO3	Develop awareness of the self and to cope with emotions and stress.
CO4	Know about universal human values and understand the importance of values.
CO5	Explain the basic mechanics of Social Media and how to manage remote emotions and to understand Work Life Integration Skills.

Course Coordinator: Dr. A. Selvarani