

# DEPARTMENT OF MANAGEMENT STUDIES

## VALUE ADDED COURSE

Semester	Course Code	Course Title	Hours
III	22MBAVAC1	LIFE SKILLS FOR MANAGERS	30

### **Course Outcomes:**

At the end of the course, students will be able to:

CO 1. Define and Identify different life skills.

CO 2. Understand the different life skills required in personal and professional life.

CO 3. Develop awareness of the self and to cope with emotions and stress.

CO 4. Know about universal human values and understand the importance of values.

CO 5. Explain the basic mechanics of Social Media and how to manage remote emotions and to understand Work Life Integration Skills.

### **Unit I:**

**6 Hours**

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.

### **Unit II:**

**6 Hours**

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.

### **Unit III:**

**6 Hours**

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.

### **Unit IV:**

**6 Hours**

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.

### **Unit V:**

**6 Hours**

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.

### **Text Books:**

1. Chitra Krishnan, B. Sudha Sai, B.Sandhya, Life Skills, 1<sup>st</sup> edition, Notion Press, Chennai (2016).
2. Prakash S, Life Skills 101, 1st edition, See Change Consulting, Chennai, 2016.
3. R.S.Naagarazan, Professional Ethics and Human Values, New Age International Publishers, New Delhi (2006).
4. Christian Fuchs, Social Media: A Critical Introduction, 3rd Edition, SAGE Publications, New Delhi 2021.