

SEMESTER I

Skill Enhancement Course

SL. NO.	CODE	NAME OF THE COURSE (SEC) SEM I
1.	SEC 131	MOTIVATION
2.	SEC 132	PERSONALITY DEVELOPMENT
3.	SEC 133	PUBLIC SPEAKING
4.	SEC 134	TEAM BUILDING

SEC- 131: MOTIVATION

(Contact Hours: 45, Credits-3)

Course Objectives: This course will develop awareness among learners of the importance of Motivation. The programme will create in learners conditions in which they are willing to learn and work with zeal, initiative, interest, and enthusiasm. It will empower the students with diverse knowledge, expertise, skills and helps to develop the essential skills in life.

Learning Outcomes

At the end of the course students are able to:

1. demonstrate different aspects on how people are motivated
2. value outcomes through improved performance, well-being, personal growth and a sense of purpose
3. propose a pathway to change the way of thinking, feeling and behaving and also willing to work with zeal, initiative, interest and enthusiasm

UNIT I Motivation

- Concept; Types: Extrinsic and Intrinsic Motivation
- Principles and Importance of Motivation;
- Approaches to Motivation- Physiological, Behavioural, Cognitive and Social;
- Components of Motivation: (i) Activation, (ii) Persistence and (iii) Intensity

UNIT II Skills for Promoting Motivation

- Fun classroom energizers for motivation
- Group work for team building
- Motivational Talks to Achieve Goals
- Celebrate personal achievements in the classroom

UNIT III Improving Motivation

- 3 Motivation Activity Ideas for Students
- Strategies for Improving Motivation (i) Set Goals (ii) Develop a Timeline (iii) Assess your progress regularly (iv) Develop a support system (v) Create rewards
- Preparation of a Motivational Worksheet
- Music and games for improving motivation

Assignments (Choose any one)

1. Create a 5 minutes Motivational video

2. Develop your own Motivation skills
3. Identify 2 games for Experiential learning: Write down the steps for playing these motivational games

References

- Federmeier, K.D (2018)(Ed). Psychology of Learning and Motivation. United States: Elsevier Science.
- Fuller, C., Taylor, P., Wilson, K. (2019). A Toolkit of Motivational Skills: How to Help Others Reach for Change. United Kingdom: Wiley.
- Graham, S., & Weiner, B. (1996). Theories and principles of motivation: *Handbook of educational psychology*, 4(1), 63-84.
- Hoffman, B. (2015). Motivation for Learning and Performance. Netherlands: Elsevier Science.
- Mackay, A. (2010). Motivation, Ability and Confidence Building in People. (n.p.): Taylor & Francis.
- Mangal, S. K. (2004). Advanced Educational Psychology. India: PHI Learning.
- Mangal, S. K. (2007). Essentials Of Educational Psychology. India: PHI Learning.
- Miele & Wentzel.(2016) Handbook of Motivation at School. United Kingdom: Taylor & Francis.
- Morreale, S. P., Spitzberg, B. H., & Barge, J. K. (2001). *Human communication: Motivation, knowledge, and skills*. Belmont, CA: Wadsworth/Thomson Learning.
- Motivation: Theory and Research. (2012). United States: Taylor & Francis.
- Peters, R. S.(2015). *The concept of motivation*. Routledge.
- Shah & Gardner(Eds).(2008)Handbook of Motivation Science. United Kingdom: Guilford Publications.

SEC-132: PERSONALITY DEVELOPMENT

(Contact Hours: 45, Credits-3)

Learning Outcomes (LOs):

1. Comprehending the scope of personality and its development.
2. Enabling development of core skills for development of self.
3. Understanding positive personality traits
4. Cultivating skills for successful life

Unit-I Personality Development

- Personality-Concept, nature, traits of Personality, Social etiquettes and manners
- Determinants of personality- physical, intellectual, emotional, linguistic and cultural
- Importance of personality development, Factors influencing Personality Development
- Self-confidence – Meaning and building techniques, Willpower-Increasing the Willpower for self-improvement.

Unit-II Attitude and Motivation

- Attitude – Concept and types
- Developing a positive attitude in life and factors affecting attitudes
- Motivation– Concept, significance and types
- Importance of self-motivation and factors leading to de-motivation

Unit-III Career planning activities

- Time management skills
- Resume building, Art of Facing Interviews
- Significance of personality Test & Aptitude tests
- Mock Interview Sessions

Suggested readings:

1. Andrews, Sudhir (1988). How to Succeed at Interviews. 21st (rep.) New Delhi, Tata McGraw-Hill.
2. Barun K. Mitra, Personality Development and Group Discussions, Oxford University Press Career Digest
3. Chandra, M.S. Satish (1999). Conflict Management. Delhi. Rajat publication.
4. Hurlock Elizabeth B. Personality Development Tata McGraw Hill, New Delhi
5. Jaikishan Roy (2015). Improve your Personality, Mark Publishers, Jaipur.
6. Jegadeesan, M., S.R. Padma, M.R. Naveen kumar (2021). Communication Skills and Personality Development. New India Publishing Agency, New Delhi.
7. Mile, D.J (2004). Power of positive thinking. Delhi. Rohan Book Company.
8. Pravesh Kumar (2005). All about Self- Motivation. New Delhi. Goodwill Publishing House.

9. Sabharwal, D. P. (2021). Personality Development Handbook Paperback, Fingerprint Publishing, New Delhi.
10. Shankar, Uday (1981). Personality Development. Delhi Smith, B (2004). Body Language. Delhi: Rohan Book Company.
11. Swami Vivekananda (2011) Personality Development published by Ramakrishna Math and Ramakrishna Mission.
12. Yadav, R. N. Singh (2016). The Dynamics of Successful personality, Mount Hill Publishing Company, New Delhi.

SEC-133: PUBLIC SPEAKING

(Contact Hours: 45, Credits-3)

Course Objectives:

This paper aims to impart communication skills to students for public speaking and interaction with the general public.

Learning Outcomes:

The course will enable the students to overcome the fear of public speaking and enhance their confidence to gain practical experience in effective public speaking.

Unit I: Public Speaking: Meaning and Significance.

Types of Public Speaking: Media, Corporate and Political.

Unit II: Art of Public Speaking: Language, Etiquettes and Communication Skills.

Techniques of Public Speaking: Audience Applause Technique, Practice with a mini-audience, Practice in front of camera, Soft Sale Storytelling Strategy.

Unit III: Tools for Public Speaking: Vocal delivery, Body language, Audio Visual aids.

Effective Speaking: Presentation

Suggested Readings

Davidson, Jeff, *The Complete Guide to Public Speaking*, Breathing Space Institute, 2003

DiSanza, J. R., & Legge, N. J, *Business and professional communication: Plans, processes, and performance* (3rd ed.). Needham Heights, MA: Allyn & Bacon, 2005.

Goleman, Daniel, *Working with Emotional Intelligence*, London: Banton Books, 1998

Hall, Calvin S, et.al., *Theories of Personality*, New Delhi: Wiley, rpt.2011

Hamilton, C, *Essentials of public speaking* (5th ed.). Belmont, CA: Wadsworth Cengage Learning, 2012

Holtz, Shel, *Corporate Conversations*, New Delhi: PHI.2007

King, Dale, *Effective Communication Skills: The Nine-Keys Guidebook for Developing the Art of Persuasion through Public Speaking, Social Intelligence, Verbal Dexterity, Charisma and Eloquence*, Hamatea Publishing Studio, 2020

Kumar, Sanjay and Pushp Lata, *Communication Skills*, New Delhi: OUP, 2011

- Koch, A. *Speaking with a purpose*. Needham Heights, MA: Allyn & Bacon, 2007.
- Lucas, Stephen E, *The Art of Public Speaking*, McGraw-Hill Book Co. International Edition, 11th Ed., 2014
- O'Hair, D., Rubenstein, H., & Stewart, R, *A pocket guide to public speaking* (2nd ed.). Boston, MA: Bedford/St. Martin's, 2007
- Sharma, Sangeeta and Binod Mishra, *Communication Skills for Engineers and Scientists*, New Delhi: PHI Learning, 2009, 6th Reprint 2015
- Thorpe, Edgar and Showick Thorpe, *Winning at Interviews*, Pearson Education 2004
- Turk, Christopher, *Effective Speaking, South Asia Division*: Taylor & Francis, 1985.
- Zarefsky, David, *Public Speaking: Strategies for Success*, Allyn & Bacon, Incorporated, 1999

SEC-134: TEAM BUILDING

(Contact Hours: 45, Credits-3)

Course Objectives (COs): The course will familiarize the students with the diverse aspects of team building.

Learning Outcomes (LOs): The students will be able to understand the importance of team building, its purpose, team spirit and team work. They will be able to effectively address diverse issues relating to team building process. The students will learn how team building helps in conflict resolution, management and use of individual talents.

Unit- I: Team Building: Conceptual Issues

- Definition and characteristics of a team
- Team spirit and collectivism
- Motivation
- Leadership

Unit- II: Structure and Process of Team Building

- Characteristics of successful team building
- Effective team performance: issues and challenges
- Accountability
- Obstacles/problems in team building

Unit- III: Importance of Team Building

- Creative and learning competence
- Improvement of work culture
- Building up of trust
- Collective ownership

Suggested readings:

- Alley, H. R. 2011. *Becoming the supervisor: Achieving your company's mission and building your team*. UK: Routledge.
- Coyle, D. 2019. *The culture code: The secrets of highly successful groups*. London: RH Business Books.
- M., V. J. 2001. *Group model building: Facilitating team learning using system dynamics*. Chichester: J. Wiley.
- McChrystal, S. 2015. *Team of teams: New rules of engagement for a complex world*. USA: Portfolio Penguin.
- McDaniel, A. 2013. *The Young Professional's Guide to managing: Building, guiding, and motivating your team to achieve awesome results*. USA: The Career Press.
- Roefaro, M. 2011. *Building the team from the inside out: A multi-dimensional view of leadership*. United States: Waterside Publications.
- Tjosvold, D. & Tjosvold, M. M. 2015. *Building the team organization: How to open minds, resolve conflict, and ensure cooperation*. Basingstoke, Hampshire: Palgrave Macmillan.