

❖ **Skill Development Course: Managerial Skill & Development**

**PAYYANUR COLLEGE, PAYYANUR**  
**DEPARTMENT OF MANAGEMENT STUDIES**  
**SKILL DEVELOPMENT COURSE**  
**SYLLABUS**

**COURSE TITLE:** *Managerial Skill & Development*

**COURSE CODE:** BBASDC01

**NO OF HOURS ALLOTTED:** 30hrs

**Aim of the Programme:**

The course aims to help the participants for acquiring and developing practical managerial skills and foster leadership and personality traits in the field of competitive management world.

**Assessment criteria:**

A theory examination of 25 marks for a duration 2hrs & demonstration activities

UNIT – I	Introduction to skills & personal skills Importance of competent managers, skills of effective managers, attitude towards change, learning of skills and applications of skills. (8 Hours)
UNIT – II	Building relationship Skills for developing positive interpersonal communication, importance of supportive communication, coaching and counseling, principles of supportive communications. Personal interview management. (10 Hours)
UNIT – III	Team building: Developing teams and team work, advantages of team, leading team, team membership. Skill development and skill application. (6 Hours)
UNIT – IV	Communication related to course: How to make oral presentations, conducting meetings, reporting of projects, reporting of case analysis, answering in Viva Voce, Assignment writing. (6 Hours)

**References:**

1. L M Prasad, Principles of Management, Himalaya Publications
2. Harold Koontz & Heinz Weihrich, Essentials of Management, Tata McGraw Hill, New Delhi
3. P.C.Tripathy And P.N.Reddy, Principles of Management, Tata McGraw-Hill, New Delhi