

<b>Devi Ahilya University, Indore, India</b> <b>Institute of Engineering &amp; Technology</b>				<b>MSc – I Year (Applied Mathematics)</b> with Specialization in Computing & Informatics <b>Semester- III</b>				
<b>Subject Code &amp; Name</b>		<b>Instructions</b> <b>Hours per Week</b>		<b>Credits</b>				
<b>AM3SS2: Life Management Skills</b>		<b>L</b>	<b>T</b>	<b>P</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>Total</b>
<b>Duration of Theory Paper:</b> <b>3 Hours</b>		2	-	-	2	-	-	2

**Objective:** To learn about basic Life and Organizational skills.

**Pre-requisites:** Nil.

## COURSE CONTENTS

### UNIT I

**Personality:** Defining Personality, Personality Determinants, Personality Traits, The Big 5 Model, Personality Attributes, Types of Personality, Personality Development.

**Motivation-** Maslow's Needs Hierarchy, Theory X- Theory Y, Herzberg's Two-factor theory, ERG theory, Vroom's Expectancy theory

### UNIT II

**Life Skills for Personality Development:** Life Skills- Generic, Problem Specific and Area Specific Skills, Types - Social Skills, Thinking Skills, and Coping Skills.

**Social Skills and Negotiation Skills:** Self-Awareness: Definition, Types of Self- Self Concept, Body Image, Self Esteem, Techniques used for Self Awareness- Johari Window, SWOT Analysis, Empathy- Sympathy, Empathy & Altruism, Interpersonal Relationship- Definition, Factors affecting Relationships.

### UNIT III

**Thinking Skills:** Thinking, Nature, Elements of Thought, Types of Thinking, Concept Formation, Reasoning, Creative & Critical Thinking - Definition, Nature, Stages, Problem Solving: Definition, Steps and Factors Influencing Problem Solving.

**Perception & Decision Making:** Importance of Perception, Factors influencing perception – Selective Perception, Halo effect, Projection, Stereotyping. Decision Making–Definition, Need, Process, Consequences.

### UNIT IV

**Coping Skills:** Emotions - Definition, Characteristics, Types, Classification: Wheel Model, Two-Dimensional Approach, Emotional Intelligence & EQ.

Coping Strategies: Coping with Stress, Definition, Stressors, Sources of Stress, the General Adaptive Syndrome Model of Stress. Conflict Management- Sources, Impacts of Conflict and Conflict Resolution.

### UNIT V

**Leadership:** Definition of Leadership Classification: Types of Leaders and Styles of Leadership, Managerial Grid, Characteristics and Functions of Leadership Values and Ethics of Leadership.

**Theories of leadership:** Leader Member Exchange Theory, Contingency Theory, Path- Goal Leadership Theory, Transformational Leadership Theory, Charismatic Theory.

### BOOKS RECOMMENDED:

[1] Stephen P. Robbins, Organizational Behaviour, Pearson Edu., 10<sup>th</sup> Ed., 2003.

[2] Debra McGregor, Developing Thinking; Developing Learning. A Guide to Thinking Skills in Education, Open University Press, McGraw Hill House, 2007.

- [3] Kumar Mahi. Stress Coping Skills Ebook, Health & Medicine, Technology, 2009.
- [4] Stephen P. Robbins, Timothy A. Judge, Seema Sanghi, Organizational Behaviour, Dorling Kindersley (India) Pvt. Ltd., Pearson Edu., 2007.
- [5] Ryan Carey, The Effective Altruism Handbook, Published in 2015 by the Centre For Effective Altruism Oxford, Oxfordshire United Kingdom.
- [6] Life Skills – Skills for Life: A handbook, International Federation of Red Cross and Red Crescent Societies Reference Centre for Psychosocial Support, Paramedia 1662, Denmark. 1<sup>st</sup> edition, 2013.
- [7] Jit S. Chandan , Organizational Behaviour, Vikas Publishing House, 3<sup>rd</sup> Ed., 2006.