

International Winter School- Manipal University Jaipur [IWSMUJ]-2023



[Hybrid Mode]

Course/Project Overview

Name of Course/Project- Workplace skills for Managers

Name of instructor: Dr Sonal Sidana, Dr Shweta Mishra

Session: Jan.-Feb. 2023

Language of instruction: English

Number of contact hours: 36

Credit awarded: 03

INTRODUCTION:

Workplace skills course is designed for those students who are willing to serve in corporate sector. This course will be helpful to increase their learning more about their self-development, regulation and motivation. They will also learn various ways of improving their performance with in the organization as well as for their career growth.

Objective of Course/Project

- To learn self-regulation, effective decision making.
- To enhance interpersonal skills, strategic thinking, and team building skills.
- To elaborate communication skills, leadership skills
- To lean professional ethics and work-life balance.
- To manage work life balance and enhance career growth

Syllabus:

Build positive impression, managing self, time management, self-motivation, critical and strategic thinking, effective decision making, learn interpersonal skills, develop effective relationship with stakeholders, enhance team building skills, improve verbal and non-verbal communication across organisation, conflict management, leadership communication, work life balance, professional ethics, enhance career competency.

Organization of Course

Total contact hrs 36		
1st week:	10 hrs (classes)	2 hrs (self-study/project)

2nd week:	10 hrs (classes)	2 hrs (Mid-term exam/assessment/discussion)
3rd week:	10 hrs (classes)	2 hrs
4 th week:	6 hrs (Classes)	2hrs (End term exam)

**Mode of lectures: Hybrid mode lecture/videos/case study/ discussion/
workshop/ hands-on**

Course/Project Plan

Lecture no.	Topic	Lecture mode	Instructor
L: 1-3	Introduction of the course/ Build positive impression	Hybrid mode lecture/Video	Dr Sonal Sidana
L: 4-5	Managing Self	Hybrid mode lecture/Video	Dr Sonal Sidana
L: 6-7	Time Management	Hybrid mode lecture/Video	Dr Shweta Mishra
L: 8-9	Self-Motivation	Hybrid mode lecture/Video	Dr Sonal Sidana
L: 10-11	Critical and Strategic Thinking	Hybrid mode lecture/Video	Dr Shweta Mishra
L:12-13	Effective Decision Making	Hybrid mode lecture/Video	Dr Shweta Mishra
L:14-15	Learn Interpersonal Skills	Hybrid mode lecture/Video	Dr Sonal Sidana
L: 16-17	Develop Effective Relationship with Stakeholders	Hybrid mode lecture/Video	Dr Shweta Mishra
L: 18-19	Enhance Team Building Skills	Hybrid mode lecture/Video	Dr Sonal Sidana
L:20-21	Improve Verbal and Non-Verbal Communication across Organization	Hybrid mode lecture/Video	Dr Sonal Sidana
L: 22-24	Conflict Management	Hybrid mode lecture/Video	Dr Shweta Mishra
L: 24-26	Leadership Communication	Hybrid mode lecture/Video	Dr Sonal Sidana
L: 27-29	Work Life Balance	Hybrid mode lecture/Video	Dr Sonal Sidana
L: 30-33	professional ethics	Hybrid mode lecture/Video	Dr Shweta Mishra
L-34-36	Enhance Career Competency	Hybrid mode lecture/Video	Dr Sonal Sidana

Brief profile of the instructor

<p>First Instructor:</p> <p>Dr. Sonal Sidana Assistant Professor Business Administration Department Subject Specialization: Human Resource Management, General Management Industry Exp.- 15 Yrs Academic Exp.- 3+ Yrs</p>	
<p>Second Instructor:</p> <p>Dr. Shweta Mishra Assistant Professor (Senior Scale) Business Administration Department Subject Specialization: Accounting, Finance & Law, General Management Exp.-10 Yrs</p>	