



| B.COM. SEMESTER – 2 | | |
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| 5 | AEC 2 | LIFE SKILLS – 2 |

Name of the Course: **Life Skills – 2**
 Course credit: **02**
 Teaching Hours: **30 (Hours)**
 Total marks: **50**

Objectives:

The aim of this course is to enhance the employability skills and maximize the potential of the students by introducing them to the principles that underly personal and professional success, and help them acquire the skills needed to apply these principles in their lives and careers.

Learning Outcomes:

After completion of the course, learners will be able to:

1. Define and Identify different life skills required in personal and professional life;
2. Take part in group discussions
3. Understand the basics of teamwork and leadership;
4. Use appropriate thinking and problem solving techniques to solve new problems.

| PARTICULAR | NO. OF LECTURES |
|--|-----------------|
| UNIT NO. 1 EMOTIONS, MORALS, VALUES AND ETHICS | |
| Introduction, Identifying and managing emotions, harmful ways of dealing with emotions, PATH method and relaxation techniques. Morals, Values and Ethics: Integrity, Civic Virtue, Respect for Others, Living Peacefully. Caring, Sharing, Honesty, Courage, Valuing Time, Time management, Cooperation, Commitment, Empathy, Self-Confidence, Character, Spirituality, Avoiding Procrastination, Sense of Business Ethics. | 10 |
| UNIT NO. 2 GROUP AND TEAM DYNAMICS | |
| Introduction to Groups: Composition, formation, Cycle, thinking, Clarifying expectations, Problem Solving, Consensus, Dynamics techniques, Group vs Team, Team Dynamics, Virtual Teams. Managing team performance and managing conflicts, Intrapreneurship. | 10 |
| UNIT NO. 3 LEADERSHIP SKILLS | |
| Leadership framework, entrepreneurial and moral leadership, vision, cultural dimensions. Growing as a leader, turnaround leadership, managing diverse stakeholders, crisis management. Types of Leadership, Traits, Styles, VUCA Leadership, Levels of Leadership, Transactional vs Transformational Leaders, Leadership Grid, Effective Leaders. | 10 |
| Total Lectures/Hours | 30 |

Suggested Readings:

1. Shiv Khera, You Can Win, Macmillan Books, New York, 2003.
2. Barun K. Mitra, "Personality Development & Soft Skills", Oxford Publishers, Third impression, 2017.
3. ICT Academy of Kerala, "Life Skills for Engineers", McGraw Hill Education (India) Private Ltd, 2016.





4. Caruso, D. R. and Salovey P, "The Emotionally Intelligent Manager: How to Develop and Use the Four Key Emotional Skills of Leadership", John Wiley & Sons, 2004.
5. Kalyana, "Soft Skill for Managers"; First Edition; Wiley Publishing Ltd, 2015.
6. Larry James, "The First Book of Life Skills"; First Edition, Embassy Books, 2016.
7. Shalini Verma, "Development of Life Skills and Professional Practice"; First Edition; Sultan Chand (G/L) & Company, 2014.

Note: Learners are advised to use latest edition of books

