

Master of Business Administration

MBA Semester III

Skill/Ability Enhancement Course

303: Executive & Business Skills

Marks: 50

Duration: 30 Hrs.

CREDITS: 2

Course Objective: To develop an understanding of various skills required for management and business professionals and inculcating those skills in the students.

Course Outcomes (COs): After the Successful completion of the course, student will be able to

CO1: Develop leadership skills and team spirit through various management games, role plays and simulation exercises

CO2: Groom their personality and inculcate group discussion and interview skills through mock activities

CO3: Communicate effectively and learn to deliver effective presentations

CO4: Learn time management and relationship building skills

CO5: Develop creative thinking and prepare business plan/research proposal

Contents:

UNIT	Content	Hours
I	Management Games, Leadership and Team-Building exercises, Simulation exercises and Role Plays	6
II	Mock Group Discussions and Interviews, Personal Grooming , Case study Discussion	6
III	Communication Skills, Interpersonal Communication, Email Etiquettes, PPT Skills and effective presentation techniques, Negotiation skills	6
IV	Time management Techniques, Personal Branding and Relationship Building, Goal setting and prioritization, Exercising self control and mindfulness	6
V	Problem identification and creative thinking, Brainstorming exercises and Innovation, Preparing business plan and research proposal	6

Suggested Readings:

1. Bhatawdekar Shyam & Bhatawdekar Kalpana (2018). 101 Classic Management Games, Exercises, Energizers and Icebreakers. Prodcons Group.
2. Ledden Emma (2019). The Presentation Book. Pearson Publications.

3. Kumar Soma Mahesh (2023). Soft Skills: Enhancing Personal and Professional Success. McGraw Hill Publications.

Pedagogy:

- Interactive classroom discussions
- Management Games and Activities
- Presentations
- Case studies
- Practical/live assignments

Teaching Plan:

At the beginning of each semester faculty teaching the course will provide (i) Teaching Plan, (ii) updated reading list, and (iii) the list of case studies for uploading on Department website.

Facilitating the achievement of Course Learning Outcomes

Unit No.	Course Learning Outcomes	Teaching and Learning Activity	Assessment Tasks
I	Ability to develop leadership skills and team spirit through various management games, role plays and simulation exercises	Discussion/Video/Case/Presentation/Role Play	Activities, Class participation, Presentation
II	Ability to groom their personality and inculcate group discussion and interview skills through mock activities	Discussion/Video/Case/Presentation/Role Play	Activities, Class participation, Presentation
III	Ability to communicate effectively and learn to deliver effective presentations	Discussion/Video/Case/Presentation/Role Play	Activities, Class participation, Presentation
IV	Ability to learn time management and relationship building skills	Discussion/Video/Case/Presentation/Role Play	Activities, Class participation, Presentation
V	Ability to develop creative thinking and preparing business plans/research proposals	Discussion/Video/Case/Presentation/Role Play	Activities, Class participation, Presentation