



**Department of Business  
Administration**

**Under the Aegis of IQAC**

**Skill Enhancement  
Certificate Course on  
Managerial Skill  
Development**

**AUGUST- NOVEMBER 2019**

**3:00PM- 4:30PM**

**Date of commencement: 19 August 2019**

**Venue: MAIMS Campus**



**Managerial Skill Development**

**Cash Prizes for Top Performers**

**Maharaja Agrasen Institute of Management Studies**

**(A Unit of Maharaja Agrasen Technical Education Society)**

**Affiliated to GGSIP University, Delhi**

**Recognized U/s 2(f) of UGC & Bar Council of India**

**ISO 9001:2015 Certified Institution**

**Campus: Maharaja Agrasen Chowk, Sector-22,**

**Rohini, Delhi-110086 India (Est. 2003)**

**Office Phone: 8448186950**

**www.maims.ac.in**

**Courses offered: BBA, B Com(H), BA(H) Economics, BAJMC,  
BALLB, BBALLB**

**Key Takeaways**

- **Improved Interpersonal Skills**
- **Deeper Understanding of the Role of a Manager**
- **Improved Decision-Making Skills**
- **Learn how to create a vision for yourself and how to inspire others.**



## Course Description

Strengthen your management skills in areas of communication, understanding of interpersonal relations, human resources, enhancing decision making skills by having better understanding of self.

- **Commencement Date:** Monday, 19<sup>th</sup> August 2019

### Contents of the Course

| <b>Lect. No.</b> | <b>Topics</b>  |
|------------------|--|
| 1                | Self Management- Identifying one's strengths and weaknesses, Planning & Goal Setting   |
| 2                | Self confidence and Self image. Skill Analysis and finding the right fit.  |
| 3                | Time Management- Concept, Practice by Game play & other Learning Methodology   |
| 4                | Critical Thinking- The Mind/Brain/Behavior, Thinking skills, Making Predictions and Reasoning, Memory and Critical Thinking                    |
| 5                | MCQ Based Assessment   |
| 6                | Group Discussions on Latest Topics   |
| 7                | Self Esteem- Concept, High and Low Self-Esteem, Measuring your Self-Esteem and its Effectiveness   |
| 8                | Personality Mapping Tests, Appreciative Intelligence   |
| 9                | Building Emotional Competence- Emotional Intelligence Concept, Importance and Relevance, Positive and Negative Emotions                        |
| 10               | MCQ Based Assessment   |
| 11               | Creativity- Concept, , The nature of Creative Thinking, Convergent and Divergent thinking  |
| 12               | The Six Phase Model of Creative Thinking; ICEDIP Model   |
| 13               | Idea generation and Evaluation (Brain storming), Image Generation and Evaluation   |
| 14               | Create a Story Exercise  |
| 15               | Leadership Skills Development- Concept, Develop a personal Leadership Philosophy and presence that reflect greater confidence and Capabilities |
| 16               | MCQ Based Assessment   |
| 17               | Ways to Build Enduring Bonds with Peers.   |
| 18               | Role Play Exercises  |
| 19               | Good Manners and Corporate Etiquette   |
| 20               | MCQ Based Assessment   |

### Who can attend?

- This Skill Enhancement Certificate Course would be beneficial for students for enhancing their Interpersonal Relationship, Communication Skills, for understanding better understanding of self and improving their overall personality.

## Registration & Certifications

- **Number of Seats:** Limited seats are available on first cum first served basis.
- **Registration Fees (per person):**

| Dates                            | For External Participants | For Internal Participants |
|----------------------------------|---------------------------|---------------------------|
| Upto 15 <sup>th</sup> Aug. 2019  | ₹2500/-                   | -                         |
| After 15 <sup>th</sup> Aug. 2019 | ₹3000/-                   | -                         |

- **Cash Prizes of ₹1000/-** each shall be given to top 3 performers.
- **Certificate of Merit** will be issued to top 5 Performers.
- **Certificate of Completion** will be issued to the participants who successfully complete the course.

### Paytm Details for Payment

| Through Paytm         |                |
|-----------------------|----------------|
| Account Holder's Name | Mr. Anil Kumar |
| Mobile Number         | 8860865418     |

### Registration Form Link

- **After making payment, please fill the registration form using below link:**

<https://forms.gle/XrpSizr5QadtjKMq5>

### Requirements for Issue of Certificate

- Regular and high attendance.
- Submission of solutions/answers of all assignments.
- Submission of all weekly feedbacks
- Good performance in all MCQ based tests.

## Organizing Team

### Mentors

Prof. (Dr.) M.K.Bhat  
Director, Maharaja Agrasen  
Institute of Management Studies

Prof. A. K. Vasishtha  
Director, PCJ School of Management,  
Maharaja Agrasen University, Baddi

### Chief Coordinator

Dr. Manoj Verma  
(HOD, Business Administration)

### Conveners

Dr. Charu Mohla  
Assistant Professor  
Department of Business Administration

Dr. Shilpee Aggarwal  
Assistant Professor  
Department of Business Administration

### Resource Persons

- Dr. Charu Mohla, Convener (Assistant Professor, 9899030936)
- Dr. Shilpee Aggarwal, Co- Convener (Assistant Professor, 9999347555)
- Dr. Bharti Chaudhary, Convener (Assistant Professor, 9818716512)
- Dr. Sumedha Dutta (Assistant Professor, 9899297925)
- Ms. Shweta Rastogi (Assistant Professor, 9899924264)
- Ms. Shikha (Assistant Professor, 9871419018)

*'Learning is unifying seemingly divergent ideas and data.'* –Terry Heick