

## Maharaja Agrasen Institute of Management Studies

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC Recognized by Bar Council of India; ISO 9001 : 2015 Certified Institution Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi – 110086, INDIA <a href="https://www.maims.ac.in">www.maims.ac.in</a>

#### Skill Enhancement Course on Managerial Skill Development

### **August – November 2019**

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# **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)
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ISO 9001:2015 Certified Institution
Campus: Maharaja Agrasen Chowk, Sector-22

Campus: Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086 India (Est. 2003) Office Phone: 8448186950

tice 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, 19th August 2019

### **Contents of the Course**

Lect. No.	<u>Topics</u>
1	Self Management- Indentifying 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
<b>Upto</b> 15 <sup>th</sup> Aug. 2019	₹2500/-	-
After15 <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/XrpSizr5OadtjKMq5

## **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





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#### Value Added Course: MANAGERIAL SKILL DEVELOPMENT

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Director
Maharaja Agrasen Intitute
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#### Value Added Course: MANAGERIAL SKILL DEVELOPMENT

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MaHara;a Agrasen Intitute of Management Studies Sector-22, Rohini Delhi-86

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Maharas Agrasen Intitute
of Management Studies
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## Managerial Skill Development \_Skill Enhancement Course 19th August-25th September 2019

Convenor Report - Dr. Charu Mohla

The intention to learn management theory is to apply it. Because the management theories root in the practice, and serve for the practice, only by studying them from textbooks cannot achieve the intention of the learning. Cognitive learning must be creatively applied and emotionally experienced to provide a well-rounded educational experience. To enable the students to feel enthused, empowered and ready for the external environment Maharaja Agrasen Institute of Management studies continuously strives to deliver Skill Enhancement programs that aim at Experiential learning. In the same endeavor, Maharaja Agrasen Institute of Management Studies, Department of Business Administration started a Skill Enhancement Certificate Course on 'Managerial Skill Development'. The course was started for undergraduate students of MAIMS and other colleges. The Inaugural session for the Skill Enhancement Certificate was held on August 19, 2019 and the course ended on 20th September 2019. With 15 sessions of 2 hours each, the course was of 30 hours duration in total. Total 118 students enrolled for the course, 2 batches were formed, the classes of 1st Batch were conducted on Monday, Wednesday and Friday and the classes of 2nd Batch were conducted on Tuesday, Thursday and Saturday. All the classes were offline. The timings of the classes were 3:00 pm to 5:00 pm. The valedictory of the course was conducted on 25th September 2019.

With business education at an inflection point, we must strive to equip future leaders with competence and confidence to address emerging global business and social challenges. With this objective in mind, the layout of the Skill Enhancement Certificate Course was made meticulously. The knowledge of these sessions will help our students to become dynamic, resourceful and proficient managers of tomorrow.

The certificate course was headed by Dr. Manoj Verma, Head, Department of Business Administration. The course was convened by Dr. Charu Mohla, Assistant Professor, Department of Business Administration and co-convened by Dr. Shilpee Aggarwal, Assistant Professor, Department of Business Administration. Faculty members from the Department of Business Administration acted as the resource person for the course covering various topics of management as per their expertise. At the end of every topic, students were required to fill a feedback form. They were also required to participate in a short multiple choice based assessment covering all topics. Criteria of certification is threefold i.e., Attendance, Feedback form and Completion of multiple-choice question quizzes on time. The pedagogy followed is in coherence with the current requirements in order to bring out the best in the students to be successful managers.

We are confident that our current curriculum has enabled the overall development of budding managers to come up with the expectations of the corporate world. Our heartfelt gratitude to <u>Dr.</u>



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Manoj Verma, Head, Department of Business Administration who worked under the stewardship of Prof. (Dr.) M.K.Bhat, Director, MAIMS. Their unwavering sustenance and inspiration helped in fruitful completion of this course.

#### **List of Top Performers of the Certificate Course**

Name	Institute
KASHISH MEHRA	MAIMS
PITAMBER AGGARWAL	MAIMS
ARUSHI SINGHAL	MAIMS

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Dr. Charu Mohla



#### **Sample Certificate:**

#### Skill Enchancement Course on Managerial Skill Development



