



Mohamed Sathak - Department of Management Studies (MS-DoMS)

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Validation authority: IQAC

COURSE DELIVERY PLAN

(This document is to be presented to the students during the first week of commencement of classes by the course instructor)

Course Title: Soft Skills III - Leadership & Team Building Skills	Course Code:
Course Category: Soft Skill	Semester: III
Total Duration (Hrs): 30	Credits: 2
Subject Expertise: Prof. Ramani Karthikeyan Prof. Preethi Iyer	

Program Specific Outcomes:

PSO1 – Placement: To develop students with industry specific knowledge & skills added with right attitude towards becoming a successful professional in corporate world and in Public sector units.

PSO 2 - Entrepreneur: To create effective business service owners, with a growth mindset by enhancing their critical thinking, problem solving and decision-making skills.

PSO3 – Research and Development: To instill and grow a mindset that focusses efforts towards inculcating and encouraging the students in the field research and development.

PSO 4 – Contribution to Business World: To produce ethical and innovative business professionals to enhance growth of the business world.

PSO 5 – Contribution to the Society: To work and contribute towards holistic development of society by producing competent MBA professionals.

Program Outcomes:

PO1: Problem Solving Skill: Application of tools & techniques relevant to management theories and practices in analyzing & solving business problems.

PO2: Decision Making Skill: Fostering analytical and critical thinking abilities for data-based decision making.

PO3: Ethical Value: Ability to develop value-based leadership attributes.

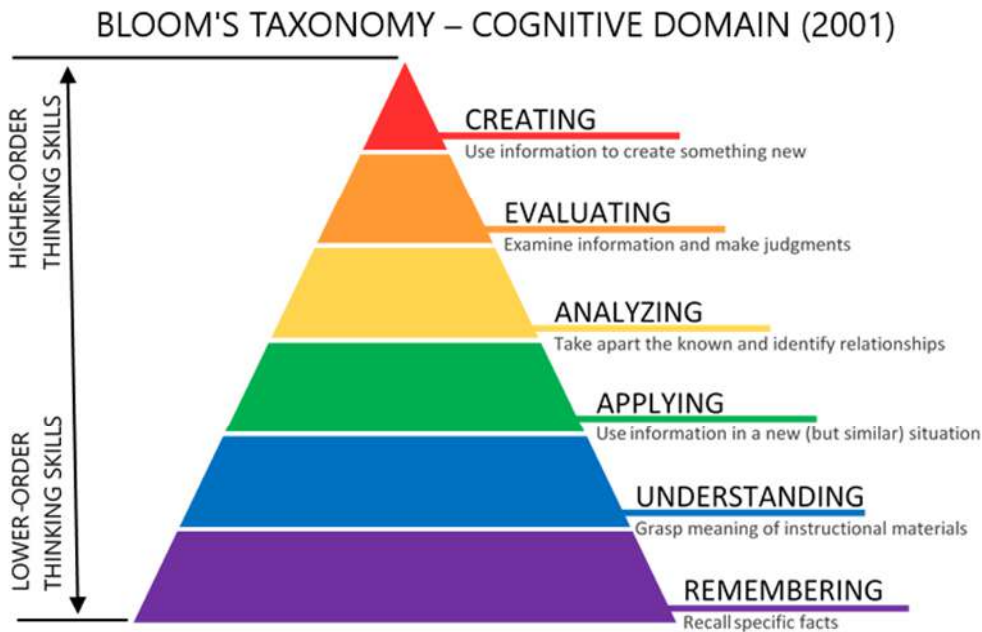
PO4: Communication Skill: Ability to understand, analyze and effectively communicate global, economic, legal and ethical aspects of business.

PO5: Individual and Team Leadership Skill: Ability to be self-motivated in leading & driving a team towards achievement of organizational goals and contributing effectively to establish industrial harmony.

PO6: Employability Skill: Foster and enhance employability skills through relevant industry subject knowledge.

PO7: Entrepreneurial Skill: Equipped with skills and competencies to become a global entrepreneur.

PO8: Contribution to Society: Strive towards becoming a global influencer and motivating future generation towards building a legacy that contributes to overall growth of humankind.



The Bloom's Taxonomy is to be followed in curriculum development, courseware development, planning and delivery of contents, Assessment, Mapping, Data Analysis and

Course Objectives	
C1	To understand the characteristics, style, traits of leaders, and theories of leadership.
C2	To learn more about self-leadership and developing team-building skills through case studies and examples.
C3	To understand how to form, manage and lead the team.
C4	To understand the measures of conflict in a team
C5	To explore team roles & processes in developing and managing a team

CQI (Continuous Quality Improvement)

MAPPING OF COs TO POs		
Course Outcomes	On completion of this course, students will;	Program Outcomes
CO1	Critical understanding of theories and concepts of leadership and teamwork in organizations	PO4, PO5, PO6, PO7
CO2	Critical awareness of the importance of teamwork and development of the skills for building effective teams	PO4, PO5, PO6, PO7
CO3	Understanding of the techniques and practical understanding of how to apply theories and concepts to improve leadership skills.	PO2, PO4, PO5, PO6, PO7
CO4	Development of skills in effective leadership and professional communication	PO4, PO5, PO6, PO7
CO5	Demonstrate effective written communication skills for plans, strategies and outcomes.	PO4, PO6, PO7

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO1				S	S	S	S	
CO2				S	S	S	S	
CO3		S		S	S	S	S	
CO4				S	S	S	S	
CO5				S		S	S	
		S-Strong		M-Medium		L-Low		
Reading List								
1.	Uday Kumar Haldar, Leadership and Team Building,							
2.	D.K. Tripathy, Team Building and Leadership with Texts and Cases, Himalaya Publishing House, 2014							
3.	International Journal on Leadership, Publishing India Group							
4.	International Journal of Organizational Leadership, CIKD							
References Books								
1.	Gonda, C. M. (2016) Master of Business Etiquette: The Ultimate Guide to Corporate Etiquette and Soft Skills Embassy Books, First Edition.							
2.	Mehra, S. K. (2012) Business Etiquette A Guide For The Indian Professional. Noula: HarperCollins							
3.	Pachter, B. (2013). The Essentials of Business Etiquette: How to Greet, Eat, and Tweet Your Way to Success (1) edition New York: McGraw-Hill Education.							
4.	Past, K. (2008). Indian Business Etiquette: 1 (First edition). Ahmedabad Jaico Publishing House.							
5.	Travis, R. (2013). Tech Etiquette: OMG, 2 Edition, RLT Publishing.							
6	Gonda, C. M. (2016) Master of Business Etiquette: The Ultimate Guide to Corporate Etiquette and Soft Skills Embassy Books, First Edition.							
Methods of Evaluation								
Internal Evaluation	Continuous Internal Assessment Test – Assignments, Seminars, Attendance and Class Participation						25 Marks	
External Evaluation	End Semester Examination						75 Marks	
Total							100 Marks	
Methods of Assessment								
BTL 1 - Recall (K1)	Simple definitions, MCQ, Recall steps, Concept definitions							
BTL 2 -Understand/ Comprehend (K2)	MCQ, True/False, Short essays, Concept explanations, Short summary or overview							
BTL 3 - Application (K3)	Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain							
BTL 4 - Analyze (K4)	Problem-solving questions, Finish a procedure in many steps, Differentiate between various ideas, Map knowledge							
BTL 5 - Evaluate (K5)	Longer essay/ Evaluation essay, Critique or justify with pros and cons							
BTL 6 - Create (K6)	Check knowledge in specific or offbeat situations, Discussion, Debating or Presentations							

COURSE DELIVERY PLAN

Period / Session	Session Topic Unit wise	Pertaining CO/CLOs & BTL	Topic Learning Outcome (TLO)	Instructional Methods	Assessment Method for TLO
1	Unit I - Leadership Theories: Nature of leadership theories & models of leadership	CO1 & BTL 2	Understand the definition and nature	Lecture / PPT	Discussion Forums

2	models of leadership	CO1 & BTL 2	Comprehend models of leadership	Lecture / PPT	Discussion Forums
3	attributes of effective leaders	CO1 & BTL 2	Effective Learning	Interactive Learning	Discussion Forums
4	traits of leadership	CO1 & BTL 2	Comprehend traits of leadership	Interactive Learning	Discussion Forums
5	interpersonal competence & leadership	CO 1 & BTL3	Understanding interpersonal	Interactive Learning	Discussion Forums
6	interpersonal competence & leadership	CO 1 & BTL2&3	Recognize and identify Brand image and personality	Interactive Learning	Practise Quiz
7	CIA	-----	----	----	Internal I
8	Unit II – Leadership Styles: Leadership qualities	CO2 & BTL3	Comprehend qualities on leadership	Lecture	Discussion Forums
9	styles of leadership	CO 2 & BTL 2 &3	Learning styles	Lecture/ PPT	Discussion Forums
10	attitudes-role models & new leadership	CO 2 & BTL 4	Understanding the roles	Interactive Learning	Discussion Forums
11	cultural differences and diversity in leadership	CO 2 & BTL 3	Study difference in culture	Interactive Learning	Practise Quiz
12	leader behaviour leadership in different countries	CO2 & BTL4	Learning leadership behaviours	Case lets	Discussion Forums
13	leadership ethics & social responsibility	CO2 & BTL 5	Learning ethics	Interactive Learning	Graded Quiz- Test
14	CIA	-----	----	----	Assignment & Student Presentation
15	Unit III – Leadership skills - Leadership & management	CO3 & BTL 2	Learning on leadership skills	Lecture	Discussion Forums
16	transactional & transformational in leadership	CO 3 & BTL4&3	Understanding on transforming	Lecture / PPT	Discussion Forums
17	Strength based leadership in practice - Tasks & Relationship approach in leadership	CO 3 & BTL4,5,6	Understanding the strength	Case lets/ lecture	Discussion Forums
18	influence tactics of leaders- motivation and coaching skills	CO 3 & BTL5,6	Comprehend on motivation	Lecture/ PPT	Practice Quiz

19	Establishing constructive climate- listening to out group members	CO 3 & BTL3	Understanding the group members	Interactive Learning	Discussion Forums
20	communication and conflict resolution skills	CO 3 & BTL3	Learning on Communication skills	Interactive Learning	Discussion Forums
21	CIA	-----	----	----	Internal II
22	Unit IV – Team Work: Working in group & teams	CO4& BTL2	Comprehend team work	Lecture	Discussion Forums
23	characteristics of effective team-types	CO4& BTL3	Learning about effective team	PPT	Practice Quiz
24	team development: Tuckman's team development stages	CO4& BTL2	Understand the Tuckman's stages	Interactive Learning	Discussion Forums
25	Belbin team roles	CO4& BTL4	Explain roles with examples	lecture	Discussion Forums
26	Ginnett	CO4& BTL4,5	Identify team necessities	lecture	Assignment Peer Review
27	team effectiveness leadership model	CO4& BTL4	Learning on effectiveness	Interactive Learning	Graded Quiz- Test
28	CIA	-----	----	----	Assignment & Student Presentation
29	Unit V – Exploring team roles & processes: mapping the stages of group development	CO4& BTL2	Comprehend group development	Lecture	Discussion Forums
30	Building: and developing teams	CO4& BTL2	Building up the teams	Lecture/ PPT	Discussion Forums
31	Building: and developing teams	CO4& BTL4	Developing teams	Interactive Learning	Discussion Forums
32	overcoming resistance coping and conflict and Ego	CO4& BTL3	Understanding the conflict	Lecture/ PPT	Assignment Peer Review
33	overcoming resistance coping and conflict and Ego	CO4& BTL3	Understanding the conflict	Interactive Learning	Discussion Forums
34	leading a team managing meetings.	CO4& BTL3	Learning on team meetings	Interactive Learning	Graded Quiz- Test
35	CIA	-----	----	----	Review& Improvement
Model Examination					

COURSE ASSESSMENT PLAN

Continuous Internal Assessment (CIA)	Learning Outcome for Assessment	CO/CLOs	Assessment Method / Activity	Corrective Action	Duration (Hrs)	Weightage
Unit I	Understand brand equity & assess the equity of a brand by applying brand equity models	CO1	Internal I	Assignment & Peer Review	1.5	15%
Unit II	Examine brand identity and positioning strategy by applying brand identity & positioning guidelines/templates/model	CO2	Discussion Forums & Practice Quiz	Assignment & Peer Review	1	10%
Unit III	Possess the ability to develop a comprehensive go to market strategy for a brand	CO3	Internal II	Assignment & Peer Review	1.5	15%
Unit IV	Evaluate various architecture types & examine brand extension strategies for success	CO4	Discussion Forums & Practice Quiz	Assignment & Peer Review	1	10%
Unit V	Ability to conduct brand audit & demonstrate knowledge of brand valuation and methods	CO5	Model Exam	Assignment & Peer Review	3	50%
Internal Marks – 25 (20 CIA + 5 Attendance)						

FACULTY SIGNATURE

Head -DoMS

Head - IQAC