

## COURSE STRUCTURE / SYLLABUS

### Diploma in Vocation (Soft Skill & E- Office Management)

#### SEMESTER- II

#### Course Name- Leadership Skills and Personality Development (DVEOM - 201)

**Total Credit- 6**

**Maximum Marks- 100**

#### **BLOCK -1**

##### **Unit 1**

Introduction- A New Approach to Learning [Planning and Goal-Setting, Human Perceptions- Understanding People, Types of Soft Skills, Self-Management Skills, Aiming For Excellence- Developing Potential and Self-Actualization and Need of Spiritual Intelligence]

##### **Unit 2**

Leadership [Leadership Skills, Evaluating your personal skills and building upon them to achieve leadership skills, SWOT, Strategic planning, Decision making]

##### **Unit 3**

Conflict Resolution Skills [Seeking Win-Win Solution, Inter-Personal Conflicts- Two Examples, Two Solutions, Types of Conflicts, Becoming a Conflict Resolution Expert]

#### **BLOCK -2**

##### **Unit 4**

Team Building [Introduction, Importance of Human Relation, What is a Team?, Understanding Behavior, Comfort zones, Quality of Assertiveness, Assertiveness building blocks, Characteristics of high performance team, Self questionnaire]

##### **Unit 6**

Life skills and vocational skills [What is skill?, Life skills, Vocational education in India, future prospects of vocational education, Examples of vocational skills, Skill development initiatives by govt. of India]

#### **BLOCK -3**

##### **Unit 7**

Behavioural Skills [Personality development, importance of good human relations, understanding organizational culture, management of time and stress, importance of ethics and values]

##### **Unit 8**

Personality [types of personality, traits of personality, Public speaking, Emotional intelligence, etc.]

##### **Unit 9**

Presentation Skills [Overcoming Fear, Becoming A Professional, The Role of Body Language, Using Visuals, Human Relations- Developing Trust And Integrity]

#### **BLOCK -4**

##### **Unit 10**

Habits- Guiding Principles [Identifying Good and Bad Habits, Habit Cycle, Breaking Bad Habits, Using the Zeigarnik effect For Productivity and Personal Growth, Forming Habits of Success]

##### **Unit 11**

Stress Management [Types of Stress, Self-Awareness about Stress, Regulating Stress, Making the Best out of Stress]

##### **Unit 12**

Basics of Right to Information- II [procedure for seeking information, appeal, sample of RTI application, sample of RTI appeal, etc., Center and state information commission- power and functions]