

COURSE TITLE	MENTORING AND BEHAVIOURAL MANAGEMENT
COURSE CODE	04AH0105
COURSE CREDITS	2

Course Outcomes: After completion of this course, student will be able to:

- 1 Identify different types of Communication Processes, including fundamental concepts and barriers to effective communication skills.
- 2 Demonstrate active listening skills and recognize barriers to good listening, enhancing their ability to communicate effectively.
- 3 Apply Body Language techniques and develop Leadership Skills to improve their communication and interpersonal interactions.
- 4 Exhibit Emotional Intelligence and apply Confidence Building strategies in various workplace and corporate settings.
- 5 Practice Management Skills and Grooming techniques, including skin care, hair care, nail care, and outfit selection, to present a professional and polished image in the workplace.

Pre-requisite of course:none

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
2	0	0	50	30	20	0	0

Contents : Unit	Topics	Contact Hours
1	Communication Process & Skill Development Introduction to Communication Process: Understanding the basics of communication and its significance in personal and professional settings., Types of Communication Process: Exploring different forms of communication processes such as verbal, non-verbal, written, and visual communication. , Fundamentals of Communication Process: Studying the essential elements and principles of effective communication. , Barriers to Effective Communication Skills: Identifying common barriers that hinder effective communication and strategies to overcome them. , Active Listening & Barriers to Good Listening: Developing active listening skills and recognizing barriers that impede attentive listening. , Body Language: Understanding the importance of non-verbal communication cues, including body language, gestures, and facial expressions. , Leadership Skill: Exploring key leadership qualities and skills essential for effective communication and team management. , Emotional Intelligence: Enhancing emotional intelligence to navigate interpersonal relationships and communication challenges. , Confidence Building: Techniques and strategies to build self-confidence in communication and presentation skills. , Workplace & Corporate Etiquette: Learning the norms and etiquettes for professional conduct in a corporate environment.	15
2	Management Skill & Grooming The Grooming Process: Understanding the importance of grooming for professional appearance and personal branding., Skin Care, Hair Care, Nail Care: Tips and techniques for maintaining good grooming standards for skin, hair, and nails., Formal Look, Casual Look, Outfit: Guidelines for dressing appropriately in formal and casual settings, including outfit selection and styling., Art of Makeup: Basic makeup techniques and tips for enhancing one's appearance professionally., On-the-Job Dressing: Dress code guidelines and etiquettes for workplace attire and grooming standards., Healthy Diet & Nutritional Elements: Importance of a healthy diet in maintaining overall well-being and grooming., The Do's and Don'ts of Healthy Living: Principles for healthy living and self-care practices for promoting overall wellness.	15
Total Hours		30

Textbook :

- 1 Reflections: A collection of 5min Essay by , Uma Rajagopal, Notion press media Pvt. Ltd., 2023
- 2 Wide canvas by , Anil Annaiah, Notion press media Pvt. Ltd., 2023

References:

- 1 The peace approach, The peace approach, Alok Tripathi, Notion press media Pvt. Ltd., 2023

Suggested Theory Distribution:

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery					
Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking / Creative
20.00	30.00	25.00	15.00	10.00	0.00

Instructional Method:

- 1 theory

Supplementary Resources:

- 1 • <https://www.themuse.com/advice/fashion-style>
- 2 • <https://www.forbes.com/personal-branding/>
- 3 • <https://greatergood.berkeley.edu/>
- 4 • <https://www.mindtools.com/agespp/emotional-intelligence.htm>
- 5 • <https://sloanreview.mit.edu/topic/sustainable-business/>
- 6 • <https://www.bcorporation.net/>
- 7 • <https://hbr.org/topic/leadership>
- 8 • <https://www.ccl.org/articles/leading-effectively-articles/>
- 9 • <https://rework.withgoogle.com/guides/understanding-team-effectiveness/steps/introduction/>
- 10 • <https://www.ted.com/topics/business>