

COURSE TITLE	MENTORING & BEHAVIORAL MANAGEMENT
COURSE CODE	04MB0127
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:NA

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., A 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 , Uma Rajagopal, Notion press media Pvt. Ltd., 2018
- 2 Wide canvas, Anil Annaiah, Notion press media Pvt. Ltd., 2022

References:

- 1 The peace approach, The peace approach, Alok Tripathi, Notion press media Pvt. Ltd, 2022

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
10.00	10.00	20.00	20.00	20.00	20.00

Instructional Method:

- 1 Classroom Teaching, Power Point Presentation, Expert Sessions