



Youth Employability Skill Training Co-operative Educational Society Ltd.

AN AUTONOMOUS VOCATIONAL TRAINING INSTITUTION

(NATIONAL YOUTH PROGRAMME)

COURSE NAME: DIPLOMA IN PROFESSIONAL MANAGEMENT

DURATION: 6 Months

SUBJECTS:

<u>SL. NO</u>	<u>SUBJECTS</u>	<u>TOTAL MARKS</u>
1	PRINCIPLES OF MANAGEMENT	50
2	SKILL MANAGEMENT	50
3	VIVA/PROJECT	100

SYLLABUS:

PRINCIPLES OF MANAGEMENT

Course Outcome:

Students will

- Understand the basic management concepts and functions
- Know the various techniques of planning and decision making
- Familiarize with the concepts of organization structure
- Gain knowledge about the various components of staffing
- Understand the control techniques of management

Unit 1 Management Concepts

Management: Meaning – Process - Science or Art - a Profession - Administration vs Management – Significance - Functions of Management - Levels of Management - Managerial Skills - Roles of Managers.

Unit 2 Planning

Definition – Need – Benefits – Steps - Nature and Importance – Objectives – Types of Planning.

Unit 3 Organising

Nature–Purpose–Steps–TypesofOrganization: Formal & Informal–Power–Authority and Responsibility- Centralisation vs Decentralisation - Span of control – Departmentalization - Project organization - matrix organization.

Unit 4 Staffingand Directing

Nature–Significance–Recruitment & Selection Meaning –Training and Placement–Meaning- Difference between Recruitment and Selection - Difference between Training and development. Directing–Meaning–Definition –Key elements.

Unit 5 Managerial Control

Definition, Characteristics–Significance–Limitations–Process–Requirementofan effective econtrol system - Feedback mechanisms resistance to control - Overcoming resistance to control.

Reference Books

1. Gupta.C.B, -Principles of Management-L.M. Prasad, S.Chand& Sons Co. Ltd, New Delhi.
2. DinkarPagare, Principles of Management, Sultan Chand & Sons Publications, New Delhi.
3. P.C.Tripathi& P.N Reddy, Principles of Management. Tata McGraw, Hill, Noida.

SKILL MANAGEMENT

Course Outcome:

Students will

- Effectively learn personal skills and improve positive attitude
- Understand problem solving and building relationships
- Learn to practice effective interpersonal communication
- Successfully develop team building and enrich creativity
- Learn to empower and delegate business activities

UNIT – I

Introduction to skills & personal skills, Importance of competent managers, skills of effective managers, developing self awareness on the issues of emotional intelligence, self learning styles, values, attitude towards change.

UNIT – II

Problem solving and building relationship: Problem solving, creativity, innovation, steps of analytical problem solving, limitations of analytical problem solving, impediments of creativity, multiple approaches to creativity, conceptual blocks, conceptual block bursting.

UNIT – III

Building relationship Skills for developing positive interpersonal communication, importance of supportive communication, coaching and counselling, defensiveness and disconfirmation, principles of supportive communications. Personal interview management.

UNIT – IV

Team building: Developing teams and team work, advantages of team, leading team, team membership.

UNIT – V

Empowering and delegating: Meaning of empowerment, dimensions of empowerment, how to develop empowerment, inhibitors of empowerment, delegating works.

Reference Books

1. Basic Managerial Skills for All- E.H. Mc Grath S.J.
2. Managerial Skill Development – Dr. Mukta Goyal.
3. Organizational Behaviour – S.S.Khankha

PROJECT / VIVA

1. How to make oral presentations, conducting meetings, reporting of projects, reporting of case analysis.