

Self-Mastery & Personal Effectiveness

- 1.1 **Course Number:** MT5515
- 1.2 **Contact Hours:** 40 **Credits:** 9
- 1.3 **Semester-offered:** Even Semester (January-June)
- 1.4 **Prerequisite:** None
- 1.5 **Syllabus Committee Member:** Dr. Jaya Srivastava

2. Objective:

This course will provide participants with practical tools and skills to use in their day-to-day interactions—tools that create and sustain personal effectiveness. By using these skills, the participants will see a notable difference in their relationships with the people they work with, as well as individuals in their personal life.

3. Course Content:

Unit-wise distribution of content and number of lectures

Unit	Topics	Sub-topic	Lectures
1	Self Awareness	Personal SWOT analysis	5
2	Time Management	Importance of time management, Prioritization	10
3	Emotional Intelligence	Concept, Importance, Ways of improving EQ	10
4	Conflict Management	What is conflict, Conflict management style, Handling conflict effectively, Assertiveness	10
5	Interpersonal and Communication skills	Verbal, Nonverbal communication, Body language	5
Total			40

4. Readings

- Course material will be provided by the instructor.

5 Outcome of the Course:

Develop self-esteem and self-image, Appreciate the basic theory of communication, Identify strategies/techniques for improving communication skill, Understand how to apply appropriate communication tools and techniques in a variety of contexts.