

# **BEHAVIOURAL COMMUNICATION AND RELATIONSHIP MANAGEMENT**

**Semester 2**

**Course Code: BEH4251**

**Credit Units: 1**

## **Course Objective:**

This course aims at imparting an understanding of:  
Process of Behavioural communication  
Aspects of interpersonal communication and relationship  
Management of individual differences as important dimension of IPR

## **Course Contents:**

### **Module I: Behavioural Communication**

Scope of Behavioural Communication  
Process – Personal, Impersonal and Interpersonal Communication  
Guidelines for developing Human Communication skills  
Relevance of Behavioural Communication in relationship management

### **Module II: Managing Individual Differences in Relationships**

Principles  
Types of issues  
Approaches  
Understanding and importance of self-disclosure  
Guidelines for effective communication during conflicts

### **Module III: Communication Climate: Foundation of Interpersonal Relationships**

Elements of satisfying relationships  
Conforming and Disconfirming Communication  
Culturally Relevant Communication  
Guideline for Creating and Sustaining Healthy Climate

### **Module IV: Interpersonal Communication**

Imperatives for Interpersonal Communication  
Models – Linear, Interaction and Transaction  
Patterns – Complementary, Symmetrical and Parallel  
Types – Self and Other Oriented  
Steps to improve Interpersonal Communication

### **Module V: Interpersonal Relationship Development**

Relationship circle – Peer/ Colleague, Superior and Subordinate  
Initiating and establishing IPR  
Escalating, maintaining and terminating IPR  
Direct and indirect strategies of terminating relationship

Model of ending relationship

**Module VI: End-of-Semester Appraisal**

**Viva based on personal journal**

**Assessment of Behavioural change as a result of training**

**Exit Level Rating by Self and Observer**

**Examination Scheme: Total Internal (100)**

<b>Components</b>	<b>SAP</b>	<b>Journal for Success (JOS)</b>	<b>A</b>	<b>Mid Term Test / CT / Assignment</b>	<b>VIVA / Presentation</b>
Weightage (%)	25	10	5	30	30

**Text References:**

- Vangelist L. Anita, Mark N. Knapp, Inter Personal Communication and Human Relationships: Third Edition, Allyn and Bacon
- Julia T. Wood. Interpersonal Communication everyday encounter
- Simons, Christine, Naylor, Belinda: Effective Communication for Managers, 1997 1<sup>st</sup> Edition Cassell
- Harvard Business School, Effective Communication: United States of America
- Beebe, Beebe and Redmond; Interpersonal Communication, 1996; Allyn and Bacon Publishers.

# GROUP DYNAMICS AND TEAMBUILDING

Semester 3

Course Code: BEH 2351

Credit Units: 01

## Course Objective:

To inculcate in the students an elementary level of understanding of group/team functions. To develop team spirit and to know the importance of working in teams.

## Course Contents:

### Module I: Group formation

Definition and Characteristics  
Importance of groups  
Classification of groups  
Stages of group formation  
Benefits of group formation

### Module II: Group Functions

External Conditions affecting group functioning: Authority, Structure, Org. Resources, Organizational policies etc.  
Internal conditions affecting group functioning: Roles, Norms, Conformity, Status, Cohesiveness, Size, Inter group conflict.  
Group Cohesiveness and Group  
Conflict Adjustment in Groups

### Module III: Teams

Meaning and nature of teams  
External and internal factors effecting team  
Building Effective Teams  
Consensus Building  
Collaboration

### Module IV: Leadership

Meaning, Nature and Functions  
Self-leadership  
Leadership styles in organization  
Leadership in Teams

### Module V: Power to empower: Individual and Teams

Meaning and Nature

Types of power  
Relevance in organization and Society

### **Module VI:End-of-Semester Appraisal**

#### **Viva based on personal journal**

#### **Assessment of Behavioural change as a result of training**

Exit Level Rating by Self and Observer

#### **Examination Scheme: Total Internal (100)**

<b>Components</b>	<b>SAP</b>	<b>Journal for Success (JOS)</b>	<b>A</b>	<b>Mid Term Test / CT / Assignment</b>	<b>VIVA / Presentation</b>
Weightage (%)	25	10	5	30	30

#### **Text & References:**

- Organizational Behaviour, Davis, K.
  - Hoover, Judhith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers.
  - Dick, McCann & Margerison, Charles: Team Management, 1992 Edition, viva books.
  - Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour.
  - Dressers, David and Cans, Donald: The Study of Human Interaction.
  - Lapiere, Richard. T – Social Change.
  - Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
  - Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
  - LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
  - J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company.
  - Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers.
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# **INTERPERSONAL COMMUNICATION**

**Semester 6**

**Course Code: BEH 2553.**

**Credit Units: 01**

## **Course Objective:**

This course provides practical guidance on

- Enhancing personal effectiveness and performance through effective interpersonal communication
- Enhancing their conflict management and negotiation skills

## **Course Contents:**

### **Module I: Interpersonal Communication: An Introduction**

Importance of Interpersonal Communication

Types – Self and Other Oriented

Rapport Building – NLP, Communication Mode

Steps to improve Interpersonal Communication

### **Module II: Behavioural Communication**

Meaning and Nature of behavioural communication

Persuasion, Influence, Listening and Questioning

Guidelines for developing Human Communication skills

Relevance of Behavioural Communication for personal and professional development

### **Module III: Interpersonal Styles**

Transactional Analysis

Life Position/Script Analysis

Games Analysis

Interactional and Transactional Styles

### **Module IV: Conflict Management**

Meaning and nature of conflicts

Styles and techniques of conflict management

Conflict management and interpersonal communication

### **Module V: Negotiation Skills**

Meaning and Negotiation approaches (Traditional and Contemporary)

Process and strategies of negotiations

Negotiation and interpersonal communication

### **Module VI: End-of-Semester Appraisal**

**Viva based on personal journal**

**Assessment of Behavioural change as a result of training**

Exit Level Rating by Self and Observer

**Examination Scheme: Total Internal (100)**

<b>Components</b>	<b>SAP</b>	<b>Journal for Success (JOS)</b>	<b>A</b>	<b>Mid Term Test / CT / Assignment</b>	<b>VIVA / Presentation</b>
Weightage (%)	25	10	5	30	30

**Text & References:**

- Vangelist L. Anita, Mark N. Knapp, Inter Personal Communication and Human Relationships: Third Edition, Allyn and Bacon.
  - Julia T. Wood. Interpersonal Communication everyday encounter
  - Simons, Christine, Naylor, Belinda: Effective Communication for Managers, 1997 1<sup>st</sup> Edition Cassel
  - Goddard, Ken: Informative Writing, 1995 1<sup>st</sup> Edition, Cassell
  - HarvardBusinessSchool, Effective Communication: United States of America
  - Foster John, Effective Writing Skills: Volume-7, First Edition 2000, Institute of Public Relations (IPR)
  - Beebe, Beebe and Redmond; Interpersonal Communication, 1996; Allyn and Bacon Publishers
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# LEADING THROUGH TEAMS

Semester 3

Course Code: BEH4351

Credit Units: 01

## Course Objective:

This course aims to enable students to:  
Understand the concept and building of teams  
Manage conflict and stress within team  
Facilitate better team management and organizational effectiveness through universal human values.

## Course Contents:

### Module I: Teams: An Overview

Team Design Features: team vs. group  
Effective Team Mission and Vision  
Life Cycle of a Project Team  
Rationale of a Team, Goal Analysis and Team Roles

### Module II: Team & Sociometry

Patterns of Interaction in a Team  
Sociometry: Method of studying attractions and repulsions in groups  
Construction of sociogram for studying interpersonal relations in a Team

### Module III: Team Building

Types and Development of Team Building  
Stages of team growth  
Team performance curve  
Profiling your Team: Internal & External Dynamics  
Team Strategies for organizational vision  
Team communication

### Module IV: Team Leadership & Conflict Management

Leadership styles in organizations  
Self Authorized team leadership  
Causes of team conflict  
Conflict management strategies  
Stress and Coping in teams

### Module V: Global Teams and Universal Values

Management by values  
Pragmatic spirituality in life and organization  
Building global teams through universal human values

Learning based on project work on Scriptures like Ramayana, Mahabharata, Gita etc.

### **Module VI:End-of-Semester Appraisal**

**Viva based on personal journal**

**Assessment of Behavioural change as a result of training**

**Exit Level Rating by Self and Observer**

### **Examination Scheme: Total Internal (100)**

<b>Components</b>	<b>SAP</b>	<b>Journal for Success (JOS)</b>	<b>A</b>	<b>Mid Term Test / CT / Assignment</b>	<b>VIVA / Presentation</b>
Weightage (%)	25	10	5	30	30

### **Text&References:**

- Organizational Behaviour, Davis, K.
  - Hoover, Judhith D. Effective Small Group and Team Communication, 2002,Harcourt College Publishers
  - LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
  - Dick, McCann&Margerison, Charles: Team Management, 1992 Edition, viva books
  - J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
  - Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers
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# PERSONAL AND PROFESSIONAL EXCELLENCE Semester 8

**Course Code: BEH 2851**

**Credit Units: 01**

## **Course Objective:**

Importance of Personal and Professional excellence  
Inculcating the components of excellence

## **Course Contents:**

### **Module I: Components of Excellence**

Personal Excellence:

Identifying long-term choices and goals  
Uncovering the talent, strength & style

Analyzing choke points in your personal processes by analysis in area of placements, events, seminars, conference, extracurricular activities, projects etc.

### **Module II: Managing Personal Effectiveness**

Setting goals to maintain focus

Dimensions of personal effectiveness (self-disclosure, openness to feedback and perceptiveness)

Integration of personal and organizational vision for effectiveness a healthy balance of work and play

Managing Stress creatively and productively

### **Module III: Personal Success Strategy**

Time management

Handling criticism and interruptions

Dealing with difficult people

Mapping and evaluating the situations

Identifying long-term goals

### **Module IV: Positive Personal Growth**

Understanding & Developing positive emotions

Positive approach towards future

Resilience during loss and challenge

### **Module V: Professional Success**

Building independence & interdependence

reducing resistance to change

Continued reflection (Placements, events, seminars, conferences, projects extracurricular Activities etc.)

### **Module VI: End-of-Semester Appraisal**

**Viva based on personal journal**  
**Assessment of Behavioural change as a result of training**  
Exit Level Rating by Self and Observer

**Examination Scheme: Total Internal (100)**

<b>Components</b>	<b>SAP</b>	<b>Journal for Success (JOS)</b>	<b>A</b>	<b>Mid Term Test / CT / Assignment</b>	<b>VIVA / Presentation</b>
Weightage (%)	25	10	5	30	30

**Text & References:**

- Dr. Michael J. Provitera: Mastering Self-Motivation: Preparing Yourself for Personal Excellence
  - George Leonard: Mastery: The keys to success and long-term fulfillment.
  - Arlene R. Barro: Win Without Competing! Career Success the Right Fit Way
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# **PERSONALITY, NATIONALISM AND HUMAN VALUES**

**Semester 5**

**Course Code: BEH 2552**

**CreditUnits: 01**

## **Course Objective:**

This course aims at enabling students towards:

Understand the importance of individual differences

Better understanding of self in relation to society and nation

Facilitation for a meaningful existence and adjustment in society

Inculcating patriotism and national pride

## **Course Contents:**

### **Module I: Individual differences & Personality**

Personality: Definition & Relevance

Importance of nature & nurture in Personality Development

Importance and Recognition of Individual differences in Personality

Accepting and Managing Individual differences (adjustment mechanisms)

Intuition, Judgment, Perception & Sensation (MBTI)

BIG5 Factors

### **Module II: Managing Diversity**

Defining Diversity

Affirmation Action and Managing Diversity

Increasing Diversity in Work Force

Barriers and Challenges in Managing Diversity

### **Module III: Socialization**

Nature of Socialization

Social Interaction

Interaction of Socialization Process

Contributions to Society and Nation

### **Module IV: Patriotism and National Pride**

Sense of pride and patriotism

Importance of discipline and hard work

Integrity and accountability

### **Module V: Human Rights, Values and Ethics**

Meaning and Importance of human rights

Human rights awareness

Values and Ethics- Learning based on project work on Scriptures like- Ramayana, Mahabharata, Gita etc.

**Module VI: End-of-Semester Appraisal**

**Viva based on personal journal**

**Assessment of Behavioural change as a result of training**

Exit Level Rating by Self and Observer

**Examination Scheme: Total Internal (100)**

<b>Components</b>	<b>SAP</b>	<b>Journal for Success (JOS)</b>	<b>A</b>	<b>Mid Term Test / CT / Assignment</b>	<b>VIVA / Presentation</b>
Weightage (%)	25	10	5	30	30

**Text & References:**

- Davis, K. Organizational Behaviour,
  - Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
  - Dressler, David and Cans, Donald: The Study of Human Interaction
  - Lapiere, Richard. T – Social Change
  - Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
  - Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
  - Robbins O.B.Stephen;. Organizational Behaviour
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# PROBLEM SOLVING AND CREATIVE THINKING

Semester 2

Course Code: BEH 2251

Credit Units: 02

## Course Objective:

To enable the students:

- Understand the process of problem solving and creative thinking.
- Facilitation and enhancement of skills required for decision-making.

## Course Contents:

### Module I: Thinking as a tool for Problem Solving

What is thinking: The Mind/Brain/Behavior

Critical Thinking and Learning:

- Making Predictions and Reasoning
- Memory and Critical Thinking
- Emotions and Critical Thinking skills

### Module II: Hindrances to Problem Solving Process

Perception

Expression

Emotion

Intellect

Work environment

### Module III: Problem Solving Process

Recognizing and Defining a problem

Analyzing the problem (potential causes)

Developing possible alternatives

Evaluating Solutions

Resolution of problem

Implementation

Barriers to problem solving:

- Perception
- Expression
- Emotion
- Intellect
- Work environment

### Module IV: Plan of Action

Construction of POA

Monitoring

Reviewing and analyzing the outcome

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## **Module V: Creative Thinking**

Definition and meaning of creativity

The nature of creative thinking

- Convergent and Divergent thinking
- Idea generation and evaluation (Brain Storming)
- Image generation and evaluation
- Debating

The six-phase model of Creative Thinking: ICEDIP model

## **Module VI:End-of-Semester Appraisal**

**Viva based on personal journal**

**Assessment of Behavioural change as a result of training**

Exit Level Rating by Self and Observer

## **Text & References:**

- Michael Steven: How to be a better problem solver, Kogan Page, New Delhi, 1999
- Geoff Petty: How to be better at creativity; Kogan Page, New Delhi, 1999
- Richard Y. Chang and P. Keith, Kelly: Wheeler Publishing, New Delhi, 1998.
- Phil Lowe Koge Page: Creativity and Problem Solving, New Delhi, 1996
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 3, Management (1996); Pfeiffer &Company
- Bensley, Alan D.: Critical Thinking in Psychology – A Unified Skills Approach, (1998), Brooks/Cole Publishing Company.

**PROFESSIONAL EXCELLENCE Semester 4**

**Course Code: BEH4451**

**Credit Units: 01**

**Course Objective:**

This course aims at imparting an understanding of:

Build and leverage your professional reputation

Maintain focus in pressure situations

Make a balanced choice between professional and personal commitments

**Course Contents:**

**Module I: Individual, Society and Nation**

Individual Differences and Dimensions of Personality

Socialization Process

Relating to the Nation: Values, Culture, Religion

Sense of pride and Patriotism

Managing Diversity

**Module II: Components of Excellence**

Personal Excellence:

Identifying long-term choices and goals

Uncovering the talent, strength & style

Analyzing choke points in your personal processes by analysis in area of placements, events, seminars, conference, extracurricular activities, projects etc.

Developing professional power: Goal-setting, time management, handling criticism, interruptions and time wasters

**Module III: Career Planning**

Knowing one's Interest and Aptitude

Identifying available Resources

Setting goals to maintain focus:

Developing Positive attributes in personality

Self-reliance and Employability skills

**Module IV: Stress Management for Healthy Living**

Meaning and Nature of

Stress Stages of stress

Causes and Consequences of stress: Personal, Organizational and Environmental Personal Styles and strategies of coping

### **Module V: Professional Success**

Building independence  
& interdependence reducing  
resistance.

Continued reflection (Placements, events, seminars, conferences, projects  
extracurricular Activities etc.)

### **Module VI: End-of-Semester Appraisal**

**Viva based on personal journal**

**Assessment of Behavioural change as a result of training**

Exit Level Rating by Self and Observer

### **Examination Scheme: Total Internal (100)**

<b>Components</b>	<b>SAP</b>	<b>Journal for Success (JOS)</b>	<b>A</b>	<b>Mid Term Test / CT / Assignment</b>	<b>VIVA / Presentation</b>
Weightage (%)	25	10	5	30	30

### **Text & References:**

- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
  - Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers
  - Raman, A.T. (2003) Knowledge Management: A Resource Book. Excel Books, Delhi.
  - Kamalavijayan, D. (2005). Information and Knowledge Management. Macmillan India Ltd. Delhi
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# RELATIONSHIP MANAGEMENT

Semester 7

Course Code: BEH 2751

Credit Units:01

## Course Objective:

- To understand the basis of interpersonal relationship
- To understand various communication style
- To learn the strategies for effective interpersonal relationship

## Course Contents:

### Module I: Understanding Relationships

- Importance of relationships
- Role and relationships
- Maintaining healthy relationships

### Module II: Bridging Individual Differences

- Understanding individual differences
- Bridging differences in Interpersonal Relationship – TA
- Communication Styles

### Module III: Interpersonal Relationship Development

- Importance of Interpersonal Relationships
- Interpersonal Relationships Skills
- Types of Interpersonal Relationships

### Module IV: Theories of Interpersonal Relationships

- Theories: Social Exchange, Uncertainty Reduction Theory
- Factors Affecting Interpersonal Relationships
- Improving Interpersonal Relationships

### Module V: Impression Management

- Meaning & Components of Impression Management
- Impression Management Techniques (Influencing Skills)
- Impression Management Training-Self-help and Formal approaches

### Module VI: End-of-Semester Appraisal

- Viva based on personal journal
- Assessment of Behavioural change as a result of training
- Exit Level Rating by Self and Observer

## Examination Scheme: Total Internal (100)

Components	SAP	Journal for Success (JOS)	A	Mid Term Test / CT / Assignment	VIVA / Presentation
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Weightage (%)	25	10	5	30	30
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**Text & References:**

- Vangelist L. Anita, Mark N. Knapp, Inter Personal Communication and Human Relationships: Third Edition, Allyn and Bacon
  - Julia T. Wood. Interpersonal Communication everyday encounter
  - Simons, Christine, Naylor, Belinda: Effective Communication for Managers, 1997 1<sup>st</sup> Edition Cassell
  - Goddard, Ken: Informative Writing, 1995 1<sup>st</sup> Edition, Cassell
  - HarvardBusinessSchool, Effective Communication: United States of America
  - Foster John, Effective Writing Skills: Volume-7, First Edition 2000, Institute of Public Relations (IPR)
  - Beebe, Beebe and Redmond; Interpersonal Communication, 1996; Allyn and Bacon Publishers.
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## Postgraduate Programmes

### SELF-DEVELOPMENT AND INTERPERSONAL SKILLS Semester 1

**Course Code: BEH4151**

**Credit Units: 01**

**Course Objective:**

This course aims at imparting an understanding of: Self and the process of self-exploration

Learning strategies for development of a healthy self-esteem  
Importance of attitudes and their effect on work behavior

Effective management of emotions and building interpersonal competence.

**Course Contents:**

**Module I: Understanding Self**

Formation of self-concept

Dimension of Self

Components of self

Self-Competency

**Module II: Self-Esteem: Sense of Worth**

Meaning and Nature of Self Esteem

Characteristics of High and Low Self Esteem

Importance & need of Self Esteem

Self-esteem at work

Steps to enhance Self Esteem

**Module III: Emotional Intelligence: Brain Power**

Introduction to EI

Difference between IQ, EQ and SQ

Relevance of EI at workplace

Self-assessment, analysis and action plan

**Module IV: Managing Emotions and Building Interpersonal Competence**

Need and importance of Emotions

Healthy and Unhealthy expression of emotions

Anger: Conceptualization and Cycle

Developing emotional and interpersonal competence

Self-assessment, analysis and action plan

**Module V: Leading Through Positive Attitude**

Understanding Attitudes

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Formation of Attitudes  
Types of Attitudes  
Effects of Attitude on  
Behavior  
Perception  
Motivation  
Stress  
Adjustment  
Time Management  
Effective Performance  
Building Positive Attitude

### **Module VI: End-of-Semester Appraisal**

**Viva based on personal journal**

**Assessment of Behavioural change as a result of training**

**Exit Level Rating by Self and Observer**

**Examination Scheme: Total Internal (100)**

<b>Components</b>	<b>SAP</b>	<b>Journal for Success (JOS)</b>	<b>A</b>	<b>Mid Term Test / CT / Assignment</b>	<b>VIVA / Presentation</b>
Weightage (%)	25	10	5	30	30

### **Text References:**

- Towers, Marc: Self Esteem, 1<sup>st</sup> Edition 1997, American Media
- Pedler Mike, Burgoyne John, Boydell Tom, A Manager's Guide to Self-Development: Second edition, McGraw-Hill Book Company.
- Covey, R. Stephen: Seven habits of Highly Effective People, 1992 Edition, Simon & Schuster Ltd.
- Khera Shiv: You Can Win, 1<sup>st</sup> Edition, 1999, Macmillan
- Gegax Tom, Winning in the Game of Life: 1<sup>st</sup> Edition, Harmony Books
- Chatterjee Debashish, Leading Consciously: 1998 1<sup>st</sup> Edition, Viva Books Pvt Ltd.
- Dr. Dinkmeyer Don, Dr. Losoncy Lewis, The Skills of Encouragement: St. Lucie Press.
- Singh, Dalip, 2002, Emotional Intelligence at work; First Edition, Sage Publications.
- Goleman, Daniel: Emotional Intelligence, 1995 Edition, Bantam Books
- Goleman, Daniel: Working with E.I., 1998 Edition, Bantam Books.



# **STRESS AND COPING STRATEGIES**

**Semester 4**

**Course Code: BEH 2451**

**Credit Units: 01**

## **Course Objective:**

To develop an understanding the concept of stress its causes, symptoms and consequences. To develop an understanding the consequences of the stress on one's wellness, health, and work performance.

## **Course Contents**

### **Module I: Stress**

Meaning & Nature  
Characteristics  
Types of stress

### **Module II: Stages and Models of Stress**

Stages of stress  
The physiology of stress  
Stimulus-oriented approach.  
Response-oriented approach.  
The transactional and interactional model.  
Pressure – environment fit model of stress.

### **Module III: Causes and symptoms of stress**

Personal  
Organizational  
Environmental

### **Module IV: Consequences of stress**

Effect on behavior and personality  
Effect of stress on performance  
Individual and Organizational consequences with special focus on health

### **Module V: Strategies for stress management**

Importance of stress management  
Healthy and Unhealthy strategies  
Peer group and social support  
Happiness and well-being

### **Module VI: End-of-Semester Appraisal**

Viva based on personal journal  
Assessment of Behavioral change as a result of training  
Exit Level Rating by Self and Observer

**Minor Track Courses  
Offered by  
Amity Institute of Behavioral and Allied Sciences,  
Amity University Chhattisgarh**

**To all students across University**

# **UNDERSTANDING SELF FOR EFFECTIVENESS**

**Semester 1**

**Course Code: BEH2151**

**Credit Units: 01**

## **Course Objective:**

This course aims at imparting:

- Understanding self & process of self exploration
- Learning strategies for development of a healthy self esteem
- Importance of attitudes and its effective on personality
- Building Emotional Competence

## **Course Contents:**

### **Module I: Self: Core Competency**

Understanding of Self

Components of Self – Self identity

Self concept

Self confidence

Self image

Theory of Self- Rogers & Maslow

### **Module II: Techniques of Self Awareness**

Exploration through Johari Window

Mapping the key characteristics of self

Framing a charter for self

Stages – self awareness, self acceptance and self realization

### **Module III: Self Esteem & Effectiveness**

Meaning and Importance

Components of self esteem

High and low self esteem

Measuring your self esteem

### **Module IV: Building Positive Attitude**

Meaning and nature of attitude



Components and Types of attitude  
Importance and relevance of attitude

**Module V: Building Emotional Competence**

Emotional Intelligence – Meaning, components, Importance and Relevance

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Positive and Negative emotions  
Healthy and Unhealthy expression of emotions

### **Module VI: End-of-Semester Appraisal**

**Viva based on personal journal**

**Assessment of Behavioural change as a result of training**

Exit Level Rating by Self and Observer

### **Examination Scheme: Total Internal (50)**

<b>Components</b>	<b>SAP</b>	<b>Journal for Success (JOS)</b>	<b>A</b>	<b>Mid Term Test / CT / Assignment</b>	<b>VIVA / Presentation</b>
Weightage (%)	15	10	5	10	10

#### **Text & References:**

- Organizational Behaviour, Davis, K.
- Hoover, Judhith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, McCann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers