Learning Objective

The learning objective of this course is to enable the students to learn the art of getting things done in the modern business world by learning topics like lateral thinking, decision making, balancing work and life, corporate social responsibility, and work ethics.

UNIT I : THINKING STRATEGIES

Strategic thinking – meaning – questions- things included in Strategic thinking – Process consideration in Strategic thinking – Strategic thinking competencies – importance of Strategic thinking – characteristics of Strategic Thinkers – Points to be kept in mind in Strategic thinking.


UNIT II : INTERPERSONAL STRATEGIES


UNIT III : IMPLEMENTATION STRATEGIES


UNIT IV : ACTION BASED STRATEGIES


Effective decision making – meaning – approaches – methods – steps – Decision making at the work place.
UNIT V : BEHAVIOURAL STRATEGIES

Motivation and Staying motivated – meaning – finding reason for being motivated – staying motivated at work place – staying motivated in negative work environment – staying motivated during crisis.


TEXT BOOK:

Alex K. (2012) Soft Skills – Know Yourself & Know the World, S.Chand & Company LTD, Ram Nagar, New Delhi- 110 055. Mobile No :94425 14814 (Dr. K. Alex)

REFERENCE BOOKS:

2. Emotional Quotient – Daniel Goleman
4. The Seven Habits of Highly Effective people – Stephen covey.

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