

Vocational Course on Leadership Management

The **objective** of this course is to provide students with a comprehensive understanding of management principles, practices, and skills, enabling them to become effective leaders, decision-makers, and contributors in diverse professional settings.

Instructor Qualification: MBA with 3 Years of experience in Entrepreneurship/Industry.
Payout: 20,000-60,000 INR, monthly on successful completion of both the semesters

Why should you opt for this course?

- 1. Transferable Skills:** Regardless of your chosen discipline, management skills are highly transferable and applicable in various professional contexts. This course equips you with essential skills such as planning, decision-making, leadership, teamwork, and communication that are valued across industries.
- 2. Career Advancement:** Understanding management principles is crucial for career advancement. By taking this course, you enhance your employability and open up opportunities for managerial roles and leadership positions in organisations, irrespective of your field of study.
- 3. Effective Teamwork:** Collaboration and teamwork are essential in today's work environment. This course helps you develop the skills necessary to work effectively in teams, including communication, conflict resolution, and building high-performing teams.
- 4. Leadership Development:** Whether you aspire to become a manager or lead your own venture, this course provides valuable insights into leadership styles, theories, and techniques. It helps you develop the qualities and skills necessary to inspire and guide others towards achieving organisational goals.
- 5. Decision-Making Skills:** Effective decision making is a critical skill in any profession. This course introduces you to decision-making processes, techniques, and factors influencing decision making. You will learn how to evaluate options, consider risks, and make informed decisions.
- 6. Organisational Understanding:** Understanding the principles of management provides you with insights into how organisations are structured, function, and adapt to change. This knowledge enables you to navigate complex organisational dynamics and contribute to their success.
- 7. Ethical and Social Responsibility:** The course explores ethical considerations, corporate social responsibility, and sustainability in management practices. You will develop an understanding of ethical decision-making frameworks, promoting ethical behaviour, and fulfilling social responsibilities.
- 8. Professional Development:** By completing this course, you enhance your professional development by acquiring a well-rounded skill set that complements your disciplinary knowledge. This can give you a competitive edge in the job market and make you a well-rounded professional.
- 9. Entrepreneurial Skills:** If you have aspirations to start your own venture, understanding management principles is essential. This course provides you with foundational knowledge on planning, organizing, and controlling resources, as well as developing effective strategies for success.
- 10. Holistic Perspective:** The course provides you with a holistic perspective on how organisations operate and are managed. This broader understanding enhances your ability to collaborate with professionals from various disciplines and contribute to interdisciplinary projects.

By opting for this course, you gain valuable skills and knowledge that can significantly enhance your career prospects, regardless of your chosen field. It equips you with the fundamentals of management, leadership, and teamwork, empowering you to thrive in the dynamic and competitive professional landscape.

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Who can opt for this course?

- 1. Business Students:** Students studying business administration, management, entrepreneurship, or related fields can benefit from this course as it provides a comprehensive understanding of management principles and practices that are foundational to their chosen field.
- 2. Social Science Students:** Students in social science disciplines, such as sociology, psychology, or political science, can opt for this course to gain insight into organisational dynamics, leadership, and decision-making processes within the context of their respective fields.
- 3. Arts and Humanities Students:** Students in arts and humanities disciplines can benefit from this course by gaining a fundamental understanding of management principles and how they intersect with creative industries, cultural organisations, and non-profit sectors.
- 4. Science and Engineering Students:** Students in science and engineering fields can opt for this course to develop managerial skills that complement their technical expertise. Understanding management principles can help them effectively lead teams, coordinate projects, and bridge the gap between technical knowledge and organisational goals.
- 5. Health Science Students:** Students studying health sciences, such as nursing, public health, or healthcare administration, can benefit from this course to gain knowledge of management principles applicable to healthcare settings, including leadership, quality improvement, and healthcare delivery.
- 6. Education Students:** Students pursuing education degrees can opt for this course to gain management skills relevant to educational settings. This includes understanding organisational dynamics, leadership strategies, and decision-making processes in schools or educational institutions.
- 7. Law and Legal Studies Students:** Students in law and legal studies can benefit from this course by gaining an understanding of management principles in legal organisations, law firms, or corporate legal departments. It provides them with insights into managing legal teams and effective legal practice.
- 8. Environmental Studies and Sustainability Students:** Students in environmental studies and sustainability programs can opt for this course to learn about management practices in the context of environmental organisations, sustainable business, and natural resource management.
- 9. International Studies Students:** Students in international studies programs can benefit from this course to gain an understanding of management practices in multinational organisations, global leadership, and cross-cultural management.
- 10. Interdisciplinary Studies Students:** Students with interdisciplinary majors or customised programs can opt for this course to gain a well-rounded understanding of management principles that complement their unique combinations of disciplines.

In summary, students from any academic background, pursuing Graduation can benefit from the Leadership Management course, as it provides foundational knowledge and skills applicable to a wide range of industries and professional settings.

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Semester 1(3 credit course)

(Theory:1credit; Practical:2 credit)

Title of the course : **Leadership Management: SuperSkills Elite 1**
Duration : **6 months (online)**
Broad Area/Sector : **Management and Leadership**
Sub Sector : **Management**
Pre requisite of the candidate : **Pursuing Graduation in any Discipline**
Name of Proposed Skill Partner : **AnsrCoach Eduventures Pvt. Ltd.**
Job Prospects : **Leadership Positions, Project Management, Business Development, Consulting, Business Analysis, Operations Management, Sales and Marketing Management, Nonprofit and Government Sectors, General Management**

Unit	Topic	General/Skill Development	Theory/Practical/ Training/Internship	Number of theory Hours	Number of Skill Hours
Unit 1	Introduction to Management <ul style="list-style-type: none">• Definition and Importance of Management• Evolution of Management Thought• Functions of Management• Managerial Roles and Skills	General	Theory	4	
	<ul style="list-style-type: none">• Case studies and analysis• Group discussions on management theories and their applications• Research projects on historical management theories• Self-reflection exercises on personal management styles	Skill Development	Practical		15
Unit 2	Planning and Decision Making <ul style="list-style-type: none">• Introduction• Strategic Planning and Goal Setting• Types of Plans• Decision Making Process and Techniques	General	Theory	4	
	<ul style="list-style-type: none">• Developing business	Skill	Practical		15

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	<ul style="list-style-type: none"> plans Decision-making exercises Analysing real-world scenarios Role-playing simulations of decision-making situations 	Development			
Unit 3	Organizational Structure and Design <ul style="list-style-type: none"> Organizational Structure Types Departmentalization and Span of Control Organizational Culture and Change 	General	Theory	3	
	<ul style="list-style-type: none"> Organizational structure analysis Designing organizational charts Conducting surveys on organizational culture Case studies on organizational design and structure 	Skill Development	Practical		10
Unit 4	Leadership and Motivation <ul style="list-style-type: none"> Leadership Styles and Theories Motivation Theories Employee Management and Team Building Communication and Feedback 	General	Theory	4	
	<ul style="list-style-type: none"> Leadership exercises Team-building activities Motivational workshops Analysis of leadership and motivation in real-life scenarios 	Skill Development	Practical		10

Industry Visit 1: Students visit various organizations to observe different management structures, leadership styles, and team dynamics. They interact with managers and employees to gain practical insights into management practices.(7 hours)

Role Play 1: Students engage in role-playing scenarios to apply leadership and communication skills in simulated management situations, such as leading a team meeting or handling a conflict.(3 hours)

By the end of this semester you will know/have -

- **Management Fundamentals:** Comprehensive understanding of management principles and functions.
- **Decision-Making Skills:** Ability to make informed managerial decisions using various techniques.
- **Organizational Structures:** Knowledge of different organizational structures and their impact.
- **Leadership and Motivation:** Developed leadership skills and techniques for employee engagement.
- **Team Collaboration:** Building and managing high-performing teams, conflict resolution, and embracing diversity.
- **Practical Experience:** Gained real-world exposure through role-playing exercises.

Certificate: Certificate in Fundamentals of Leadership Management

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SEMESTER 2 (3 Credit Course)

(Theory:1 credit; Practical: 2 credit)

Title of the course : **Leadership Management:SuperSkills Elite 2**
Duration : **6 months (online)**
Broad Area/Sector : **Management and Leadership**
Sub Sector : **TeamWork and Performance Management**
Name of Proposed Skill Partner : **AnsrCoach Eduventures Pvt. Ltd.**
Pre requisite of the candidate : **Pursuing Graduation in any Discipline**
Job Prospects : **Leadership Positions, Project Management, Business Development, Consulting, Business Analysis, Operations Management, Sales and Marketing Management, Nonprofit and Government Sectors, General Management**

Unit	Topic	General/Skill Development	Theory/Practical/ Training/Internship	Number of theory Hours	Number of Skill Hours
Unit 1	Teamwork and Collaboration <ul style="list-style-type: none">• Team Development Stages (4 hours)• Effective Team Communication (3 hours)	General	Theory	7	
	<ul style="list-style-type: none">• Team projects (10 hours)• Group activities-3 (12 hours)• Role-playing exercises for conflict resolution (5 hours)• Virtual teamwork simulations (10 hours)	Skill Development	Practical		37
Unit 2	Controlling and Performance Management <ul style="list-style-type: none">• Controlling Process• Key Performance Indicators• Total Quality Management	General	Theory	8	
	<ul style="list-style-type: none">• Performance measurement and analysis (5 hours)• Implementing quality management practices (10 hours)• Continuous improvement initiatives (3 hours)• Data analysis using performance metrics (5 hours)	Skill Development	Practical		23

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Role Play 2: Team Conflict Resolution

Description: Students participate in a role-playing exercise where they are divided into teams. Each team is assigned a simulated workplace scenario involving interpersonal conflicts, communication challenges, or differing opinions on a project. The students must work together to resolve the conflict, practice effective team communication, and find a mutually agreeable solution. This role-play emphasizes the importance of teamwork, collaboration, and conflict resolution skills.

Industry Visit 2: Quality Management and Continuous Improvement

Description: Students visit a manufacturing or service organization known for its focus on quality management and continuous improvement. During the visit, they observe how the company sets performance standards, measures key performance indicators (KPIs), and implements Total Quality Management (TQM) principles. They interact with quality managers and employees to learn about the processes involved in maintaining high-quality standards and how continuous improvement is integrated into the organization's culture.

The combination of Role Play 2 and Industry Visit 2 provides students with hands-on experience in resolving team conflicts and understanding practical applications of quality management and continuous improvement in real-world business settings. These activities enhance their teamwork, communication, and problem-solving skills while exposing them to effective management practices used by successful organizations.

By the end of this semester you will know/have -

- 1. Effective Team Collaboration:** You will have learned how to build and manage high-performing teams, resolve conflicts, and foster a collaborative team environment.
- 2. Communication Skills:** You will have improved your team communication abilities, including active listening and constructive feedback.
- 3. Performance Management Techniques:** You will know how to set performance standards, monitor progress, and take corrective actions to ensure organizational goals are met.
- 4. Key Performance Indicators (KPIs) Knowledge:** You will understand the importance of KPIs and how they are used to measure and evaluate organizational performance.
- 5. Total Quality Management (TQM) Principles:** You will be familiar with TQM principles and how they are implemented to enhance product or service quality.
- 6. Continuous Improvement Mindset:** You will have embraced the concept of continuous improvement, understanding its role in enhancing organizational processes and overall effectiveness.
- 7. Insights from Industry Visit:** You will have gained valuable insights from the industry visit, witnessing practical applications of quality management and continuous improvement in a real-world business setting.
- 8. Role-Play Experience:** You will have participated in a team conflict resolution role-playing exercise, gaining practical experience in resolving conflicts and applying effective team communication skills.



By the end of this semester, you will be equipped with essential teamwork, performance management, and continuous improvement skills, which are crucial for success in various professional settings. Additionally, the industry visit and role-play experience will provide you with practical exposure to real-world management practices, enhancing your understanding of how management principles are applied in actual business scenarios.

Certificate Title: Certificate in Advanced Leadership Management Principles and Practices

Course Outcome

- Comprehensive understanding of management principles and functions.
- Improved decision-making skills and ability to analyze complex situations.
- Knowledge of various organizational structures and their implications.
- Developed leadership and motivational abilities for effective team management.
- Enhanced communication and teamwork skills, including conflict resolution.
- Understanding of performance management techniques and KPI measurement.
- Familiarity with Total Quality Management (TQM) principles and continuous improvement mindset.
- Practical exposure through industry visits and role-playing exercises.
- Preparedness for managerial roles in diverse industries and organizational settings.

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