



**University of Kerala**

Discipline	BUSINESS MANAGEMENT				
Course Code	UK3VACMGT201				
Course Title	SKILLS FOR MANAGERS				
Type of Course	VAC				
Semester	III				
Academic Level	200 – 299				
Course Details	Credit	Lecture per week	Tutorial per week	Practical per week	Total Hours/Week
	3	3hours	-	-	3
Pre-requisites	1.				
Course Summary	Provides a foundational understanding of personal development and managerial skills, starting with personality insights and the impact of various factors on success. It further enhances practical capabilities in communication, leadership, and teamwork through interactive sessions focused on soft skills, professional writing, and decision-making.				

**Detailed Syllabus:**

Module	Unit	Content	Hrs
<b>I</b>		<b>Personality Development</b>	<b>9</b>
	1	Concept of Personality- Dimensions of Personality- Personality Development- Significance	
	2	Hurdles in Achieving Success - Factors Responsible for Success- Causes of Failure	
<b>II</b>		<b>Soft Skills</b>	<b>9</b>
	3	Understanding Soft Skills and Importance	
	4	Major Soft Skills- Communication- Critical Thinking- Interpersonal Skill- Team Work- Problem Solving (Concepts Only)	
<b>III</b>		<b>Listening and Speaking Skills</b>	<b>9</b>
	5	Conversational Skills- Formal and Informal Good Manners and Etiquette, Netiquette (Include Practical Sessions)	
	6	Debates	
	7	Group Discussion and Interview Skills (Include Practical Sessions)	
	8	Making Presentations (Include Practical Sessions)	
<b>IV</b>		<b>Reading and Writing Skills</b>	<b>9</b>
	9	Business Correspondence- Letters, Email and Memos	
	10	Job Applications	
	11	Routine Messages	
	12	Covering Letters	
	13	CV Making, Reports (Include Practical Sessions)	
<b>V</b>		<b>Leadership and Management Skills</b>	<b>9</b>
	14	Leadership Skills (Include Practical Sessions)	
	15	Decision Making and Problem-Solving Skills (Include Practical Sessions)	

	16	Team Building and Collaboration (Include Practical Sessions)	
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