



# S.S.T. College of Arts & Commerce

(Affiliated to University of Mumbai, Mumbai) Ulhasnagar - 421 004, Dist. Thane.



## VALUE ADDED COURSE IN

## Managerial Skills - II

# ABOUT THE COURSE

"Managerial Skills - II" is an advanced-level course that expands upon the knowledge and skills acquired in the introductory managerial skills course. The course focuses on developing and honing key managerial competencies necessary for effective leadership and management in various organizational settings.

## Course Code :- VAMS006

**Duration of the course:- 32 Hours**

**Eligibility :-**Any student learning in a first year degree programme of any stream.

**Medium of Instruction :-** English

**Objective:-** To inhibit the value of managerial skills and help them to be successful in planning, organizing, leading, and controlling one must use a wide variety of skills.

## LEARNING | OUTCOME

By The End Of The Course  
Students Shall Be Able

1. To manage time
2. To manage conflict
3. To learn interpersonal & team skills
4. To learn how to face interview

# Syllabus

## (Course Content)

### **Module 1: Time Management**

- Prioritization
- Dealing with Difficult Tasks
- Getting Organized
- How to get away from Distractions

### **Module 2: Conflict Management**

- Creating a Win-Win situation
- Negotiation and Persuasion
- Dealing with Aggressive Behavior

### **Module 3: Interpersonal and Team Skills**

- Initiating Small Talks
- Managing Relationships
- Understanding the Cultural Diversity
- Team Building Process and Techniques
- Coordination in Teams

### **Module 4: Facing Interview**

- Preparing to face interviews
- Group Discussion
- Resume Building
- Body language, Grooming & Dressing