

Course Title: Integrated self management

Course Objectives:

1. Managing your day to day challenges, vocationally and personally.
2. Balancing all areas of concern effectively PERSONAL,VOCATIONAL & SOCIAL

Course Outcomes:

The student/participant will be able

1. Identify personal Attitudes, Potential, Limitations, Goal setting,
2. Growing from DEPENDENCY to INDEPENDENCY to INTERDEPENDENCY
3. Have an insight into day to day MANAGEMENT, identifying barriers, road blocks, leading to stress, fatigue(physical and emotional), priority setting.

Methodology: Highly interactive and experiential Learning.

Activities: Inventories, assessment, role playing, group activities and regular home Work, and feedback on learning.

Course Contents:

Module	Details	Hrs.
I	Attitude: Proactivity, perception, self awareness, SWOT Responsibility and Discipline	03
II	Stress Management: Identifying personal Stressors, effective study habits Areas of concern, coping up technique, guided relaxation Cognition: thought process, assumptions, presumptions, beliefs, values Integrating the thinking process for effective outcome. Emotions management: compassion, empathy, discipline.	03 03

III	<p>Time management: an insight into time- activity assessment/24 hours Methods to distribute time judiciously to manage studies, play, leisure.</p> <p>Goal Setting: purpose of setting goals, advantages, daily goals, weekly goals to long term goals. Identifying steps leading achieving the target</p>	03 03
IV	<p>Group Dynamics; team building, group activity, discussions, debates, conducting event. Listening skills., Win/ Win attitude.</p> <p>Presentation ; grooming, personality, being aware of nonverbal and verbal habits</p>	03
V	<p>Assertiveness understanding between non Assertive v/s ASSERTIVE v/s Aggressive behaviour. Added advantage of assertive behaviour is to have WIN/WIN situations</p> <p>Public speaking ; independent expression and Talk Show</p> <p>Inter personal Relation building: Introduction to Transactional Analysis</p>	03 03
	All sessions include experiential learning with the fundamental of E U A, ie Exploring, Understanding and Action..	

Reference Books:-

- 1) Stephan R. Covey, '*The 7 Habits of Highly Effective People*', Free Press Publications, 1989
- 2) **David D. Burns**, '*Feeling Good: The New Mood Therapy*', first published 1980
- 3) M. Scott Peck, '*The Road Less Travelled*' 1976
- 4) Daniel Goleman '*Emotional Intelligence*', , 2002
- 5) Thomas Anthony Harris, '*I'm OK – You're OK*', 1967

Evaluation pattern will be described by the concerned course coordinator during the course.