

# Continuous learning and Development program

## **INTEGRATED SELF MANAGEMENT**

### **Course Objectives:**

1. Developing life skills and managing your day to day challenges in personal, social and vocational areas of life.
2. Becoming self aware and upholding the dignity of self and others by embodying the value of fairness and balancing one's own action in future.
3. Realising the potential of inner self and demonstrate with confidence

### **Course Outcomes:**

1. More Self Aware by identifying Personal Attitudes and values, understanding Emotions and Potential Limitations.
2. Growing from Dependency to Independency to interdependency and becoming aware of inner power for taking strategic action and developing interpersonal skills
3. Have an insight into day to day Management, identifying barriers, road blocks, leading to stress, fatigue (physical and emotional), and unhealthy coping mechanisms.
4. Develop assertive communication skills and public speaking and presentation skills.
5. This programme will cover different areas of life: Mental wellbeing , Behavioural preparedness, social harmony and tolerance.

**Eligibility :** Students of F.Y to final year B. Tech, M.Tech, Phd-

**Methodology:** Highly interactive and experiential Learning.

**Activities:** Inventories, assessment, role playing, group activities and feedback

**Content** This course can be divided into five section each section looking at specific input to develop inner capacity and confidence, skill and knowledge and develop understanding through experiential learning.

# Continuous learning and Development program

## INTEGRATED SELF MANAGEMENT

Module	Details	Hours
1	<p>Self Awareness, Personal Attitudes and values, My four profiles, SWOT Analysis, Responsibility and Discipline, Cognition, thought process, assumptions, presumptions, beliefs.</p> <p>Motivation, how to motivate oneself activities.</p> <p>Developing assertiveness, interpersonal communication skills, practicing listening, effective and healthy habits formation.</p>	06
2	<p>Group Dynamics; team building, critical thinking, conflict resolution, group activity, discussions, debates, conducting event.</p> <p>Personality development: Presentation skills, grooming, being aware of nonverbal and verbal habits, creative thinking and problem solving</p>	06
3	<p>Time management: an insight into time- activity assessment/24 hours, Methods to distribute time judiciously to manage studies, play, leisure, managing work life balance</p> <p>Goal Setting and decision making, purpose of setting goals, advantages, daily goals, weekly goals to long term goals. Identifying steps leading achieving the target.</p>	06
4	<p>Stress Management: Identifying Stressors, Areas of concern, coping up techniques, guided relaxation. Integrating the thinking process for effective outcome.</p> <p>Emotions management: coping with emotions ,compassion, empathy, understanding emotions, Emotional quotient/intelligence</p>	06
5	<p>Intervention skills and capabilities , Behavioral preparedness, Interpersonal Relation building: Introduction to Transactional Analysis</p>	06

# Continuous learning and Development program

## INTEGRATED SELF MANAGEMENT

All sessions include Experiential learning with fundamentals of E U A (Exploring, Understanding and Action)

### Evaluation

The student will be going through continuous evaluation through inventories, performance, participation, tests.

Attendance /participation	20 points
Group activity T1	20 points
Individual project presentation: People, books or personality	
Reviews	80 points
Talk show T2	20 points

### Course Contents:

[60% of (Project marks + attendance marks) ] + T1 + T2 = 100.

Passing criteria is 40%.

### 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