

**HONOURS CERTIFICATE PROGRAMME PROPOSAL  
AY 2023-2024**

<b>General Information of the Activity</b>		
1.	<b>Department and Hub</b>	Commerce (Arts Section) Lingua
2.	<b>Title of</b>	Foundations of Effective Management
3.	<b>Name of the Professor taking the course and Email address</b>	Dr. Masooma Zaheer Asad Sayed smasoomaza@gmail.com
4.	<b>Name/s of the Resource person/s</b>	Dr. Masooma Zaheer Asad Sayed
5.	<b>Name of the Dept Coordinator and Email address</b>	Dr. Suvaiba Pirani suvaiba.pirani@xaviers.edu
6.	<b>Name of the Hub Coordinator and Email address</b>	Dr. Suvaiba Pirani <a href="mailto:Suvaiba.pirani@xaviers.edu">Suvaiba.pirani@xaviers.edu</a>
7	<b>Number of credits for the activity and number of hours</b>	<b>01</b>
8	<b>Fees</b>	<b>700/-</b>
9	<b>Eligibility</b>	Under Graduate students (SY and TY students)
10	<b>Number of students</b>	30-40
11	<b>Duration and Time</b>	2 <sup>nd</sup> week of December

<b>Details of the Activity</b>	
1	<b>Title: Foundations of Effective Management</b>
2	<p><b>Learning Objectives:</b></p> <ol style="list-style-type: none"> <li>1. To educate students about essential management skills and knowledge.</li> <li>2. To provide a comprehensive overview of key management principles, strategies, and techniques that can be immediately applied in various organizational settings.</li> <li>3. To help bridge gap between classroom and the actual world.</li> </ol>
3	<p><b>Learning Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. <b>**Understanding Management Fundamentals:**</b> Participants will have a comprehensive understanding of management principles, functions, and the role of a manager in organizations. They will be able to articulate the significance of effective management in achieving organizational objectives.</li> <li>2. <b>**Applying Management Functions:**</b> Participants will be able to apply different management functions, including planning, organizing, leading, and controlling, to address real-world challenges in various business settings. They will understand how each function contributes to the overall success of an organization.</li> <li>3. <b>**Evaluating Management Styles and Approaches:**</b> Participants will be able to analyze and evaluate different management styles and approaches. They will understand the strengths and weaknesses of various management styles and their implications for organizational performance and employee engagement.</li> <li>4. <b>**Effective Communication and Team Management:**</b> Participants will acquire communication and team management skills to foster collaboration, resolve conflicts, and lead successful teams. They will learn how to create a positive work environment and promote effective communication throughout the organization.</li> <li>5. <b>**Time and Task Management:**</b> Participants will master time management techniques, including goal setting, time tracking, and prioritization, to enhance productivity and meet deadlines efficiently. They will be able to manage workloads effectively and overcome procrastination tendencies.</li> <li>6. <b>**Problem-Solving and Decision Making:**</b> Participants will learn different problem-solving techniques and approaches to make informed decisions. They will be able to evaluate potential solutions, select the best course of action, and implement solutions to address organizational challenges effectively.</li> <li>7. <b>**Strategic Planning and Goal Setting:**</b> Participants will understand the importance of strategic planning and goal setting in guiding an organization's direction. They will learn how to set SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) goals for individuals and teams.</li> <li>8. <b>**Leadership and Motivation:**</b> Participants will develop leadership and motivation skills to inspire and empower their teams. They will learn how to create a positive work</li> </ol>

	<p>culture that fosters employee engagement and productivity.</p> <p>9. <b>**Managing Work-Life Balance:**</b> Participants will gain insights into managing work-life balance to avoid burnout and enhance personal well-being. They will learn techniques for maintaining a healthy balance between work commitments and personal life.</p> <p>10. <b>**Ethics and Social Responsibility:**</b> Participants will be aware of the ethical considerations and social responsibilities associated with managerial decision-making. They will understand the importance of ethical behavior and sustainable practices in business management.</p>
4	<p><b>Description:</b></p> <p>The course will be conducted over five sessions, each lasting two hours. The sessions will consist of a mix of lectures, interactive discussions, case studies, and group activities to ensure an engaging learning experience.</p>
5	<p><b>Modules if any</b></p> <ol style="list-style-type: none"> <li>1. Introduction to Management (2 hours) <ul style="list-style-type: none"> <li>- Understanding the role of a manager</li> <li>- Different management functions and their importance</li> <li>- Overview of management styles and approaches</li> </ul> </li> <li>2. Planning and Goal Setting (2 hours) <ul style="list-style-type: none"> <li>- The significance of effective planning</li> <li>- Setting SMART goals for individuals and teams</li> <li>- Developing action plans and implementation strategies</li> </ul> </li> <li>3. Decision Making and Problem Solving (2 hours) <ul style="list-style-type: none"> <li>- Approaches to decision-making</li> <li>- Techniques for effective problem-solving</li> <li>- Evaluating potential solutions and making informed choices</li> </ul> </li> <li>4. Communication and Team Management (2 hours) <ul style="list-style-type: none"> <li>- Effective communication in management</li> <li>- Building and leading successful teams</li> <li>- Resolving conflicts and fostering collaboration</li> </ul> </li> <li>5. Time and Task Management (2 hours) <ul style="list-style-type: none"> <li>- Managing time efficiently</li> <li>- Prioritization techniques for tasks and projects</li> <li>- Handling workloads and meeting deadlines</li> </ul> </li> </ol>