

**SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI**  
**DEPARTEMENT OF MANAGEMENT STUDIES (UG)**  
**EXTRA CREDIT COURSES/ SELF STUDY COURSE**  
**PERSONALITY DEVELOPMENT – 12UBAEX4**

**SYLLABUS**

**Duration: 90 hours**

**Aims & Objectives:**

- ❖ To make the learners how to manage themselves
- ❖ To know how to handle the time for success
- ❖ To manage the gap between work and life.

**UNIT I – PERSONALITY : (18Hours)**

Meaning, Definition of personality – Determinants of personality and traits.

**UNIT II – GROUP : (18Hours)**

Meaning – Group in organization – Types of groups – Stages of group formation and development – Group at the workplace – Group structure.

**UNIT III – LEADERSHIP : (18Hours)**

Leadership meaning, definition – Characteristics – Functions – Styles of leadership.

**UNIT IV – MOTIVATION : (18Hours)**

Meaning, definition of motivation – Types of motivation – Theories of Motivation : X and Y theories, Maslow hierarchy theories, Herzberg's Two factor, Alderfer's ERG, McClelland's theories of needs.

**UNIT II - ATTITUDES: (18Hours)**

Meaning, definition of Attitude – Nature – Components – Factors influencing the formation of attitude. Importance of Yoga, exercise and meditation.

**REFERENCE BOOK:**

1. ORGANISATIONAL BEHAVIOR - P. SUBBA RAO

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**PERSONALITY DEVELOPMENT – 15UBAEX4**

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