

Subject Code: PSSEC

Subject : SOFT SKILLS- Managerial skills

TITLE OF THE CHAPTER

UNIT I

Stress Management, its manifestations, Stress coping ability, stress inculcation training, Management of various forms of fear

UNIT II

Conflict management, types of conflict, Basic concepts significance of body language, Conflict stimulation, resolution techniques

UNIT III

Inter-personal skills, group decision making

Leadership, Negotiation skills

UNIT IV

Time Management, Procrastination, personality profile

Time Management tips and advantages

UNIT V
Empowerment, network culture
Managerial empowerment, moral dwarfism, altruism