

SKILL ENHANCEMENT COURSES (3 Credit Each)

Skill Enhancement Courses	Title of the paper	Total Credit 3	Proposed by Department
	Stress Management	3	
	Effective Decision Making	3	
	Emotional Intelligence	3	

SEC-PSY-1: STRESS MANAGEMENT

Objective:

- ☐ In everyday life we experience stress related to various situations. Students will learn how they can make adjustments and manage to cope with stress more effectively.

Unit 1: Stress and Sources of Stress

Stress: Introduction, Nature, symptoms; Sources of stress: environmental, social, physiological and psychological

Unit 2: Stress and Coping

What is coping; Functions of coping; Methods of coping: emotional focused coping and problem focused coping.

Unit 3: Managing Stress - I

Yoga; Meditation; Relaxation techniques; Biofeedback; Cognitive restructuring; Problem solving

Readings:

- Carr, A. (2004). Positive Psychology: *The science of happiness and human strength*.UK: Routledge.
- DiMatteo, M.R. & Martin, L.R.(2002). *Health psychology*. New Delhi: Pearson
- Neiten, W. & Lloyd, M.A (2007). *Psychology applied to Modern life*. Thomson Detmar Learning.
- Sarafino, E.P. (2002). *Health psychology: Bio psychosocial interactions* (4th Ed.).NY: Wiley.

SEC-PSY-2: EFFECTIVE DECISION MAKING

Objective:

- Students will learn various strategies which will enable them to make good decisions in life.

Unit 1: Introduction

What is decision making? Importance of making good decisions; Strategies for selecting a solution; Characteristics of the decision task

Unit 2: Models of Decision Making

The rational model; Simon's normative model; Garbage can model

Unit 3: Decision Making Styles and Decision Making In Interpersonal Context

Directive; Analytical; Conceptual; Behavioural; Conflict management and Negotiation techniques in interpersonal conflict

Readings:

- Adler, R.B & Proctor, R.F (2009). *Communication Goals and Approaches*. Wadsworth Cengage Learning, India
- Kreitner, R., Kinicki, A., Buelens, M. (2002). *Organizational Behavior*. Mc-Graw Hill
- Chadha, N.K. & Bhatia, H. (2014). *Career Development-different voices, different choices*. The Readers Paradise: New Delhi.
- Sherfield, R.M., Montgomery, R.J., & Moody, P.G. (2009). *Developing soft skills*. Pearson Education, India.
- Kreitner, R & Kinicki, A. (2002). *Organizational Behaviour*. 2nd Ed. McGraw Hill Education.

SEC-PSY-3: EMOTIONAL INTELLIGENCE

Objective:

- To understand the concept of emotional intelligence and learn ways of developing it.

Unit 1: Introduction

Emotional Intelligence; EQ competencies: self-regulation, motivation, empathy, and interpersonal skills; The relationship between emotions, thought and behaviour

Unit 2: Models of Emotional Intelligence

Ability models of EQ; Mixed models of EQ

Unit 3: Knowing One's and Others' Emotions

Levels of emotional awareness; Recognizing emotions in oneself; Universality of emotional expression; Perceiving emotions accurately in others; Techniques to manage emotions

Readings:

- Bar-On, R., & Parker, J.D.A.(Eds.) (2000). *The handbook of emotional intelligence*. San Francisco, California: Jossey Bros.
- Goleman, D. (1995). *Emotional Intelligence*. New York: Bantam Book.
- Goleman, D. (1998). *Working with Emotional Intelligence*. New York: Bantam Books.
- Singh, D. (2003). *Emotional intelligence at work* (2 nd ed.) New Delhi: Response Books.
- Sternberg, R.J.(2000). *Handbook of intelligence*. Cambridge University Press