

<b>Programme: Vocational Skill Development</b>		<b>Year: I</b>	<b>Semester: II</b>
<b>Subject: Vocational Skill Development</b>			
<b>Course Code:</b>		<b>Course Title: Leadership and Teamwork</b>	
<b>Course Outcome: After completing the course, the student shall be able to understand the importance of leadership and of teamwork.</b>			
<b>Credit: 4</b>		<b>Minor Elective</b>	
<b>Max. Marks</b>		<b>Min. Passing marks: As per Uni. Rule</b>	
<b>Total No. of Lectures-Tutorials-Practical (in Hours per week) 4-0-0</b>			
Unit	Topics		No. of Lectures
<b>I</b>	Leadership: Meaning, nature, concepts and myths about leadership, Components of leadership, Types of leadership- Political leadership, Socio-cultural leadership, Innovative leadership, Enlightened leadership, Creative leadership, Administrative leadership, Corporate leadership etc.; Theories of leadership; Leadership traits; Leadership power and influence		<b>10</b>
<b>II</b>	Leadership styles, Leadership Skills- Basic leadership skills, Building technical competency, Advanced leadership skills, Building high performance teams, Leadership and decision making; Leadership values; Leadership and emotions; Leadership and change; Leadership and motivation; Task Roles		<b>10</b>
<b>III</b>	Definition, meaning and nature of team; Formation of team; Role, structure and size of team; Team building process; Types of Teams- Problem solving teams, Cross-functional teams, Virtual teams; Characteristics of an effective team; Difference between Groups and Teams; Advantages and disadvantages of team		<b>15</b>
<b>IV</b>	Team dynamics, Teamwork skills, Evaluating team performance, Goal setting of team, Defining roles and responsibility of team members; External and internal factors affecting teamwork; Participation and empowerment; Team decision making techniques		<b>10</b>

#### Suggested Readings:

1. Team Building and Leadership by T. N. Chhabra, New Delhi: Sun India Publications,
2. Team Building and Leadership by Dr. Pragya Agarwal and Dr. Shreya Panwar, Lucknow: Thakur Publications
3. Leadership Skills and Team Building by Upendra Kaushik, K. K. Goyal and Maneesha Kaushik, Jaipur: Aavishkar Publishers
4. Leadership + Teamwork = Success by Aarti Gaura, Mumbai: Buzzingstock Publishing House
5. Leadership and Team Building by Prof. Vandana Samba and Dr. S. Subbulakshmi, Chikkamangaluru: Interative International Publishers
6. Leadership by Brian Tracy, Noida: Manjul Publishing House
7. नेतृत्व (लेखक: प्रो० पी०के० आर्या) नई दिल्ली: प्रभात प्रकाशन
8. सीक्रेट्स ऑफ लीडरशिप (लेखक: प्रदीप कुमार) नई दिल्ली: प्रभात प्रकाशन
9. टीम खिल्लाड़ी के १७ अनिवार्य गुण (लेखक: जॉन सी० मैक्सवेल) भोपाल: मंजुल पब्लिशिंग हाउस
10. सिद्धान्त आधारित नेतृत्व (लेखक: स्टीफन आर० कवी) भोपाल: मंजुल पब्लिशिंग हाउस
11. लीडरशीप (लेखक: ब्रायन ट्रेसी) नई दिल्ली: उर्दू बाजार