

SARDAR PATEL UNIVERSITY
Programme: BBA (Honours) (Tourism and Travel Management) (3 Years)
Semester: IV
Syllabus with effect from: December – 2016

Paper Code: UM04FBBT01	Total Credit: 3
Title of Paper: Leadership Skills Development	

Unit	Description in detail	Weighting (%)
1	Basic Approaches to Leadership <ul style="list-style-type: none"> • What is Leadership? • Leadership Differs from Management • The Role & Activities of Leadership <ul style="list-style-type: none"> ➤ Activities of Successful and Effective Leaders: The Real Managers Study <ul style="list-style-type: none"> ⇒ What do Managers do? ⇒ What do Successful Managers do? ⇒ What do Effective Managers do? • Functions of Leadership • Leadership Style <ol style="list-style-type: none"> 1. Autocratic or Authoritative Style 2. Democratic or Participative Style 3. Laissez Faire or Free – Rein Style <ul style="list-style-type: none"> ⇒ What makes Leadership Effective? 	25%
2	Leadership Theories (A) Traditional Theories (A Brief Overview) <ol style="list-style-type: none"> 1. Trait Theory 2. Behavioral Theories 3. Fiedler’s Contingency Model 4. Path – Goal Leadership Theory 5. The Managerial Grid (B) Modern Theories <ol style="list-style-type: none"> 1. Charismatic Leadership 2. Transactional and Transformational Leadership 3. Substitutes for Leadership 	25%
3	Power and Politics <ul style="list-style-type: none"> • Meaning Power • Distinction between Power & Authority • Bases or Sources of Power • Acquisition of Power • Symbols of Power and Powerlessness • Organizational Politics • Reasons for Organizational Politics • Managing Organizational Politics 	25%
4	Developing Leadership Skills <ul style="list-style-type: none"> • What Skills do Leaders Need? • Leadership Training Programs • Designing Effective Training • Special Techniques of Leadership Training: Behavior Role Model, Case Discussion and Business Games & Simulation. 	25%

Basic Text & Reference Books:

- ⇒ Organizational Behaviour: S. S. Khanka. S. Chand
- ⇒ Organizational Behaviour: Fred Luthans, Mc Graow-Hill International Edition (Twelfth Edition)
- ⇒ Leadership in Organizations: Gray Yukl, Pearson Education (Sixth Edition)