

SARDAR PATEL UNIVERSITY

Programme: BBA (Honours) (Tourism and Travel Management) (3 Years)

Semester: IV

Syllabus with effect from: December-2019

(Under Choice Based Credit System Based on UGC Guidelines)

Paper Code: UM04SBBT21	Total Credit: 3
Title of Paper: Leadership Skills Development	

Objectives: Management leadership is a key requirement in today's Corporate environment. At the Undergraduate level understanding the glimpses of Skills required in a Leader is very important for the students of Commerce and Management.

Theory:

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 Style2. Democratic or Participative Style3. Laissez Faire or Free – Rein Style<ul style="list-style-type: none">⇒ What makes Leadership Effective?	25%
2	Leadership Theories <p>(A) Traditional Theories (A Brief Overview)</p> <ol style="list-style-type: none">1. Trait Theory2. Behavioral Theories3. Fiedler's Contingency Model4. Path – Goal Leadership Theory5. The Managerial Grid <p>(B) Modern Theories</p> <ol style="list-style-type: none">1. Charismatic Leadership2. Transactional and Transformational Leadership3. 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%

Evaluation : Internal : 40 Marks (Theory)
: External: 60 Marks (Theory) – Two Hours Examination

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)