

# Value added courses for 2023-24

## Semester- I

### Stress and Anger Management

#### Course Aim:

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Aim to look at situations from the perspective of other people. Teaching people to empathize with others involves helping them learn to stop and look at situations as if they were standing in another person's shoes.

#### Course Objectives:

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- To manage anger when confronted with emotional situations.
- To improve communication in challenging conversations by remaining calm.
- To ensure workplace relationships are positive and constructive.
- To remove negativity and focus on positive outcomes.
- To use relaxation techniques to reduce stress.

#### Course Outcome:

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By the end of this mini course, students will be able to:

- To manage anger when confronted with emotional situations.
- To improve communication in challenging conversations by remaining calm.
- To ensure workplace relationships are positive and constructive.
- To remove negativity and focus on positive outcomes.
- To use relaxation techniques to reduce stress.

#### Course Content:

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##### Module 1: Understanding Anger

- The Cycle of Anger
- Understanding Fight or Flight
- Common Myths about Anger

##### Module 2: Do's and Don'ts

- Unhelpful Ways of Dealing with Anger
- Helpful Ways of Dealing with Anger

##### Module 3: Gaining Control

- A Word of Warning
- Using Coping Thoughts
- Using Relaxation Techniques
- Blowing Off Some Steam

##### Module 4: Separate the People from the Problem

- Objective vs. Subjective Language
- Identifying the Problem
- Using "I" Messages

##### Module 5: Altering the situation

- The First A

- Identifying Appropriate Situations
- Creating Effective Actions

**Module 6: Avoiding the situation**

- The Second A
- Identifying Appropriate Situations
- Creating Effective Actions

**Module 7: Accepting the situation**

- The Third A
- Identifying Appropriate Situations
- Creating Effective Actions

**Module 8: Environmental relaxation techniques**

- Finding a Sanctuary
- Using Music
- Seeing the Humour

**Module 9: Physical relaxation techniques**

- Soothing Stretches
- Deep Breathing
- Tensing and Relaxing
- Creating a Stress Log

# TKR COLLEGE OF ENGINEERING AND TECHNOLOGY

## DEPARTMENT OF MBA

Value added courses for 2023-24

### SEMESTER- III

## Public Speaking

### **Course Aim:**

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Aim is to learn how to sharpen presentation skills, overcome the fear of public speaking, how body language changes everything, the art of persuasive speeches, public speaking tips, and how to deliver effective presentations each and every time. Brush up on public speaking skills and become an effective presenter and public speaker today

### **Course Objectives:**

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- Presentation techniques
- Plan and structure an effective presentation
- Develop ideas and effective delivery methods
- To overcome anxiety, fear and nervousness when making a presentation

### **Course Outcome:**

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By the end of this mini course, students will be able to:

- Presentation techniques
- Plan and structure an effective presentation
- Develop ideas and effective delivery methods
- To overcome anxiety, fear and nervousness when making a presentation

### **Course Content:**

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- Plan and prepare speeches that inform, persuade, or fulfill the needs of a special occasion.
- Use presentation aids to enhance speeches.
- Outline speeches in a logical and thorough fashion.
- Conduct meaningful research on a variety of topics.
- Analyze audience and design speeches to reflect analysis.
- Evaluate speeches based on a variety of verbal and non-verbal criteria.
- Listen effectively, regardless of interest in the subject matter.
- Understand and explain the communication process.

