



MANGALMAY
INSTITUTE OF MANAGEMENT TECHNOLOGY

Value Added Certification Course

On

Development of Leadership Skills

Resource Person
Mr. Tejendra Kumar
Assistant Professor, MIMT

25th Sep 2023 to 17th Oct, 2023

Toll Free : 1800 103 3797 | www.mangalmay.net.in
Plot No. 8 & 9 Knowledge Park -II, Greater Noida, Delhi-NCR, India



Value Addition Course “Development of Leadership Skills”

Duration:30 hours

| Sr.No | Resource Person | Topic Covered | Date & Time |
|--------------|------------------------|--|--|
| 1. | Mr. Tejendra Kumar | <ul style="list-style-type: none">• The Basis of Leadership Skills | 25 th Sep 2023 2:00 p.m.-4:00 p.m. |
| 2. | Mr. Tejendra Kumar | <ul style="list-style-type: none">• Getting to Know Each Other• What to Expect from the Course? | 26 th Sep 2023 2:00 p.m.-4:00 p.m. |
| 3. | Mr. Tejendra Kumar | <ul style="list-style-type: none">• Recognition of Our Common Humanity• Empathy, Compassion and Justice | 27 th Sep 2023 2:00 p.m.-4:00 p.m. |
| 4. | Mr. Tejendra Kumar | <ul style="list-style-type: none">• The Role of Intelligence, Reason and Emotions | 29 th Sep 2023 2:00 p.m.-4:00 p.m. |
| 5. | Mr. Tejendra Kumar | <ul style="list-style-type: none">• Discernment: What Is the Right Thing To Do?• The Art of Conflict Resolution and Problem-solving | 3 rd Oct 2023 2:00 p.m.-4:00 p.m. |
| 6. | Mr. Tejendra Kumar | <ul style="list-style-type: none">• Destructive and Constructive Emotions | 4 th Oct 2023 |



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| | | | 2:00 p.m.-4:00 p.m. |
| 7. | Mr. Tejendra Kumar | <ul style="list-style-type: none">• The Need for Development of Mentorship | 5 th Oct 2023 2:00 p.m.-4:00 p.m. |
| 8. | Mr. Tejendra Kumar | <ul style="list-style-type: none">• Cultivating Inner Values & Mindfulness and Kindness | 6 th Oct 2023 2:00 p.m.-4:00 p.m. |
| 9. | Mr. Tejendra Kumar | <ul style="list-style-type: none">• Training the Mind: Mindfulness and Kindness | 9 th Oct 2023 2:00 p.m.-4:00 p.m. |
| 10. | Mr. Tejendra Kumar | <ul style="list-style-type: none">• Meditation | 10 th Oct 2023 2:00 p.m.-4:00 p.m. |
| 11. | Mr. Tejendra Kumar | <ul style="list-style-type: none">• Self-discipline, Integrity, Commitment, Creativity• Work-Life Balance | 11 th Oct 2023 2:00 p.m.-4:00 p.m. |
| 12. | Mr. Tejendra Kumar | <ul style="list-style-type: none">• Develop Strategy Mentorship | 12 th Oct 2023 2:00 p.m.-4:00 p.m. |
| 13. | Mr. Tejendra Kumar | <ul style="list-style-type: none">• Means and Ends• Debate and Dialogue | 13 th Oct 2023 2:00 p.m.-4:00 p.m. |



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| 14. | Mr. Tejendra Kumar | <ul style="list-style-type: none">• Discuss preparing project proposals. | 16 th Oct 2023 2:00 p.m.-4:00 p.m. |
| 15. | Mr. Tejendra Kumar | <ul style="list-style-type: none">• Creating and Sustaining Leadership: The Role of Philosophy, Religion, Literature, Theatre, Cinema, Music, Media | 17 th Oct 2023 2:00 p.m.-4:00 p.m. |



Value Addition Course Syllabus

Certification Course on “Development of Leadership Skills”

Duration: 30 Hours

Course Objectives

- The course aims to help students explore the “Development of Leadership Skills” dimensions of their lives.
- The course provides a forum for students to pause, revisit their assumptions and beliefs, and become mindful of their thoughts, emotions, and actions.
- It allows the students to express themselves and inquire into their decision-making processes. This will enable them to cultivate ethical values and participate in creating a society based on acceptance, compassion, and justice.

Learning Outcomes

- Explore perspectives on Leadership in thoughts, words, and actions
- Evolve Leadership decision-making practices
- Understand the need for Leadership Skills.
- Introspect, become conscious of, and assess one’s stance in life
- Cultivate empathy, tolerance and compassion
- Apply the values learned in the course to everyday life.



Syllabus

(15 sessions of 2 hours each 30 hours)

| Unit I: Introduction The Basis of Leadership Skills | Lectures |
|--|-----------------|
| <ul style="list-style-type: none">● Getting to Know Each Other● What to Expect from the Course?● Recognition of Our Common Humanity● Empathy, Compassion, and Justice | 3 |
| Unit II: The Role of Intelligence, Reason and Emotions | |
| <ul style="list-style-type: none">● Discernment: What Is the Right Thing To Do?● The Art of Conflict Resolution● Destructive and Constructive Emotions● The Need for Development of Leadership Skills | 4 |
| Unit III: Cultivating Inner Values To Develop Decision-making | |
| <ul style="list-style-type: none">● Training the Mind: Mindfulness and Kindness● Meditation● Discovering your Vocation and Interests● Self-discipline, Integrity, Commitment, Creativity | 4 |
| Unit IV: To Develop Strategy Mentorship | |
| <ul style="list-style-type: none">● Means and Ends● Debate and Dialogue● Creating and Sustaining Leadership style: The Role of Philosophy, Religion, Literature, Theatre, Cinema, Music, Media | 4 |



Suggested Readings:

Here are some books that can help develop leadership skills:

- **The Leadership Challenge**
By Jim Kouzes and Barry Posner, this book offers a practical and evidence-based approach to leadership.
- **The 7 Habits of Highly Effective People**
By Stephen R. Covey, this book emphasizes building good habits and defining goals and priorities.
- **Start with Why: How Great Leaders Inspire Everyone to Take Action**
By Simon Sinek, this book focuses on modern business leaders and the importance of putting people first.
- **The 21 Irrefutable Laws of Leadership**
By Maxwell, this book discusses 21 laws or principles that need to be mastered to become a successful leader.
- **Leaders Eat Last**
By Simon Sinek, this book examines the dynamics that make great leaders and organizations successful.
- **Emotional intelligence**
Emotional intelligence (EQ) is vital for effective leadership. Continuous learning promotes EQ by enhancing self-awareness and empathy.
- **Communication**
Great leadership is often built on the foundation of strong communication.
- **Communication and listening skills**
With great active listening skills, you can develop more empathy and better understand the needs and perspectives of your team members.



18th September, 2023

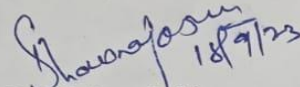
NOTICE

This is to inform all the students of B.Ed. II year that the **Value Addition Course** "Development of Leadership Skills" is being scheduled from 25th September 2023 to 17th October 2023. This course will help to develop the student's skills in Leadership Quality. The course also seeks to develop their habit of leadership effectively and develop the learner's confidence by reinforcing the basics of Leadership Skills.

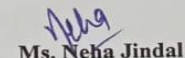
Course Details:

- **Timing:** 2:00 pm to 4:00 pm
- **Resource Person:** Mr. Tejendra Kumar, Assistant Professor. MIMT

Course certificate will be issued after the successful completion of the course. It's mandatory for all the registered students to attend all the classes regularly.


18/9/23

Dr. Bhawna Joshi
HOD


Ms. Neha Jindal
Convener

Annexure:
Syllabus
Schedule

CC to:
Principal
IQAC Coordinator
Faculty Members
Notice Board
Office File



| | Report |
|---------------------|--|
| Name of the Course | Value Addition Course on “ Development of Leadership Skills ” |
| Date | 25 th September 2023 to 17 th October 2023 |
| Venue | Classrooms, MIMT |
| Organized by | Department of Education, MIMT |
| Participated by | Students of .B.Ed. II year |
| Activity -In charge | Ms. Neha Jindal, Assistant Professor. MIMT |
| Recourse Person | Mr. Tejendra Kumar, Assistant Professor. MIMT |
| Objective | <p>On completion of the Certification Course on “Development of Leadership Skills,” the prospective teacher educator will be able to:</p> <ul style="list-style-type: none">• To Develop Communication: Pupils Teachers need to be able to communicate with their team. Strong communication skills can inspire and motivate a team, build trust, manage conflicts, and make decisions.• To Develop Decision-making: Pupils Teachers need to be decisive and make the right decisions, even in a crisis.• To Develop Motivation: A strong pupil teacher understands team members individually, presents them with a vision, and inspires them to achieve it.• To Develop Problem Solving: Pupils Teachers spend a lot of time solving issues for the team. They are often the ones colleagues look to for advice and help and often have the final say on the course of action.• To Develop Strategy: The ability to develop and implement effective strategies is key in a leadership position. Creating and delivering a strategy brings together several key skills including problem-solving, creativity, influencing, prioritization, and communication.• To Develop Mentorship: A good mentor is a sounding board for others. They are honest, candid, and non-judgmental, helping their mentees navigate the changing workforce and follow through to guide them through their career path.• To Develop Leadership style: It's essential to identify your leadership style, so that you can better understand how pupil teachers interact with and are perceived by, pupil teachers across the organization. |



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| Content | <p>Planning & Execution: Ms. Neha Jindal, Assistant Professor, MIMT was assigned the responsibility to conduct the course. The proposal was forwarded to the Management to get it approved. It was accepted on 18th September 2023. Thereafter, Mr. Tejendra Kumar (Assistant Professor, MIMT) was approached to conduct the course. They were convinced and sent the course schedule. The Plan of Action was prepared.</p> <p>Day-wise Activity: Day 1 (25th Sep 2023)</p> <p>On the first day of Session 1, Mr. Tejendra Kumar discussed the significance and variations of modern Leadership Skills. Pupils Teachers need to be able to communicate with their team. Strong communication skills can inspire and motivate a team, build trust, manage conflicts, and make decisions.</p> <p>Day 2(26th Sep 2023)</p> <p>On the Second day of Session 2, Mr. Tejendra Kumar trained the students in The Role of Intelligence, Reason, and Emotions. Development of Leadership Skills can inspire and motivate a team, build trust, manage conflicts, and make decisions.</p> <p>Day 3(27th Sep 2023)</p> <p>On the Third day of Session 3, Mr. Tejendra Kumar explained The Art of Conflict Resolution by enjoying the session. A strong pupil teacher understands team members individually, presents them with a vision, and inspires them to achieve it.</p> <p>Day 4 (29th Sep 2023) On the Fourth day in Session 4, he discussed how to respond by using language in various contexts/situations he told the ways of how to talk about oneself and others. In addition to that, he too explained the process of how to attend an interview</p> <p>Day 5 (3rd Oct 2023) On the Fifth day of Session 5, Mr. Tejendra Kumar discussed Develop Problem-solving. Pupils and teachers spend a lot of time-solving issues for the team. They are often the ones colleagues look to for advice and help and often have the final say on the course of action.</p> <p>Day 6 (4th Oct 2023) On the Sixth day of Session 6, Mr. Tejendra Kumar discussed Develop Strategy, the ability to develop and implement effective strategies is key in a leadership position. Creating and delivering a strategy brings together several key skills including problem-solving, creativity, influencing, prioritization, and communication.</p> |
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Day 7(5th Oct 2023)

On the Seventh day of Session 7, Mr. Tejendra Kumar, talked about Develop Mentorship, A good mentor is a sounding board for others. They are honest, candid, and non-judgmental, helping their mentees navigate the changing workforce and follow through to guide them through their career path.

Day 8 (6th Oct 2023)

On the Eighth day of Session 8, Mr. Tejendra Kumar talked about Training the Mind: Mindfulness and Kindness.

Day 9(9th Oct 2023)

On the Ninth day in Session-9, he helped students clear their doubts about Meditation

Day 10 (10th Oct 2023)

On the tenth day in Session-10, Mr. Tejendra Kumar discussed the effective way of Self-discipline, Integrity, Commitment, and Creativity.

Day 11 (11th Oct 2023)

On the eleventh day in Session 11, Mr. Tejendra Kumar discussed Develop Leadership Style: It's essential to identify your leadership style so that you can better understand how pupil teachers interact with and are perceived by, pupil teachers across the organization.

Day 12 (12th Oct 2023)

On the Twelfth day in Session-12, Mr. Tejendra Kumar discussed Striving for a Better World and Debate and Dialogue.

Day 13(13th Oct 2023)

On the next day in Session 13, Mr. Tejendra Kumar made students understand Leadership skills.

Day 14 (16th Oct 2023)

In the fourteenth session, he discussed preparing project proposals. Students actively participated in it.

Day 15 (17th Oct 2023)

On the last day of Session 15 Mr. Tejendra Kumar told them about Creating and Sustaining Leadership and The Role of Philosophy, Religion, Literature, Theatre, Cinema, Music, Media



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| Outcome | <ul style="list-style-type: none">● The learning outcomes of the Certification Course on “Development of Leadership Skills,” Students were able to articulate key Leadership frameworks and principles.● Students demonstrated the ability to apply ethical frameworks to real-world scenarios.● Students exhibited increased empathy and sensitivity towards diverse viewpoints.● Students identified personal and professional ethical boundaries and held themselves accountable.● Students developed strategies for promoting ethical behavior within teams, organizations, or communities. <p>60 students of B.Ed. IInd Year had done this course. The course was highly interactive and extremely motivated the students.</p> |
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Picture1.1



Mr. Tejendra Kumar (Assistant Professor) taking a session and Briefing about Leadership Skills and its benefits to the student





Mangalmay Institute of Management Technology
Greater Noida (U.P.)



Mr. Tejendra Kumar (Assistant Professor) taking a session and telling it's benefits to the student



List of Registered Students Certification Course on
"Development of Leadership Skills"

| Sr. No. | Enrollment No. | Student Name | Registered Status | Completion Status |
|----------------|-----------------------|------------------------|--------------------------|--------------------------|
| 1 | 220082349 | KM SHIVANI TYAGI | Registered | Completed |
| 2 | M20069513 | KM SONIYA CHAUHAN | Registered | Completed |
| 3 | 220045381 | KM SUMAN KUSHWAHA | Registered | Completed |
| 4 | 18229645 | KM TANU SHARMA | Registered | Completed |
| 5 | 220082350 | KM TRIPTI YADAV | Registered | Completed |
| 6 | 220045383 | KM VANDANA MAURYA | Registered | Completed |
| 7 | 15444047 | KM VINITA | Registered | Completed |
| 8 | 220082351 | KOMAL KUMARI | Registered | Completed |
| 9 | 19257976 | KUMARI RASHMI | Registered | Completed |
| 10 | 220082352 | KUSHMLATA YADAV | Registered | Completed |
| 11 | 220045387 | LALITA GAUR | Registered | Completed |
| 12 | 220082353 | LOKESH SHARMA | Registered | Completed |
| 13 | 220045389 | MADHUMANGAL TIWARI | Registered | Completed |
| 14 | 15536287 | MANISH KUMAR SHARMA | Registered | Completed |
| 15 | 220045391 | MANISH KUMAR SINHA | Registered | Completed |



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|----|-----------|--------------------------|------------|-----------|
| 16 | 19251776 | MANISHA CHAUDHARY | Registered | Completed |
| 17 | 220082354 | MANISHA KUMARI | Registered | Completed |
| 18 | 220082355 | MAYANK | Registered | Completed |
| 19 | 220045393 | MEENAL SINGH | Registered | Completed |
| 20 | 220082356 | MITHILESH KUMAR | Registered | Completed |
| 21 | 220045395 | MITU SRIVASTAVA | Registered | Completed |
| 22 | 220082357 | MONIKA | Registered | Completed |
| 23 | 220045397 | MONIKA | Registered | Completed |
| 24 | 220082358 | MRITUNJAY YADAV | Registered | Completed |
| 25 | 220045399 | MUKESH KUMAR | Registered | Completed |
| 26 | 220045400 | MUSKAN MANDAL | Registered | Completed |
| 27 | 220082359 | NAGENDRA PRATAP YADAV | Registered | Completed |
| 28 | 220045403 | NAMRATA GUPTA | Registered | Completed |
| 29 | 220045404 | NANCY VERMA | Registered | Completed |
| 30 | 220045405 | NARVIR | Registered | Completed |
| 31 | 19225302 | NATASHA | Registered | Completed |
| 32 | 220082360 | NEELAM PRAJAPATI | Registered | Completed |
| 33 | 220045407 | NEHA SINGH | Registered | Completed |
| 34 | M17162403 | NIDHI | Registered | Completed |
| 35 | 220045408 | NITESH | Registered | Completed |
| 36 | 220045409 | PALLAVI SUMAN | Registered | Completed |



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| 37 | 220045410 | PAWAN KUMAR PANDEY | Registered | Completed |
| 38 | 17162409 | PAYAL MISHRA | Registered | Completed |
| 39 | 220045411 | POOJA BHADANA | Registered | Completed |
| 40 | 220045412 | POOJA NAGAR | Registered | Completed |
| 41 | 220045413 | POOJA SHARMA | Registered | Completed |
| 42 | 220045414 | POOJA SHUKLA | Registered | Completed |
| 43 | 220045415 | PRABHAKAR | Registered | Completed |
| 44 | 220045416 | PRASHANT KUMAR | Registered | Completed |
| 45 | 18508226 | PREETI NAGAR | Registered | Completed |
| 46 | 220045418 | PREETI YADAV | Registered | Completed |
| 47 | 220045419 | PRERNA | Registered | Completed |
| 48 | 220045420 | PRITI GAUTAM | Registered | Completed |
| 49 | 220082361 | PRIYA PORWAL | Registered | Completed |
| 50 | 220045422 | PRIYANKA | Registered | Completed |
| 51 | 220045421 | PRIYANKA | Registered | Completed |
| 52 | 220045423 | PRIYANKA GAUR | Registered | Completed |
| 53 | 220045424 | PRIYANKA GIRI | Registered | Completed |
| 54 | 220045425 | PRIYANKA KUMARI | Registered | Completed |
| 55 | 220045426 | PRIYANKA SAXENA | Registered | Completed |
| 56 | 18262966 | PULKIT NAGAR | Registered | Completed |
| 57 | 220045428 | PURU YADAV | Registered | Completed |
| 58 | 11201879 | RACHNA BHADANA | Registered | Completed |



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|----|-----------|--------------|------------|-----------|
| 59 | 220045429 | RAHUL | Registered | Completed |
| 60 | 220045431 | RAKHI MISHRA | Registered | Completed |



Mangalmai Institute of Management Technology
Greater Noida (U.P.)



Expert Profile



Mr. Tejendra Kumar

Core Skills: Leadership Skills Development Trainer

Qualification: M.A. (Political. Science.), M.Ed., M.B.A. and NET

Experience: 8 years

Research Area: Personality and Leadership Skills Trainer & Educator.