MANGALMAY
INSTITUTE OF MANAGEMENT TECHNOLOGY

Certification Course on
"Professional Grooming and Leadership"

BBA 3rd Year

21st February - 11th April, 2023

Resource Person

Mr. Indra kant Pathak

Assistant Professor (IIMT University Meerut

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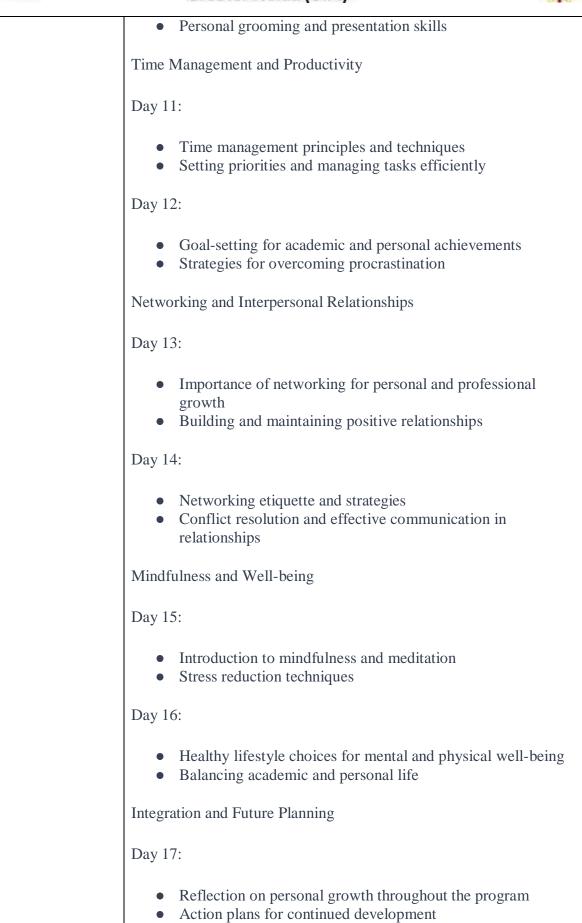
	Report
Name of Activity	Professional Grooming and Leadership Program
Date	21st February - 11th April, 2023
Venue	Block A Seminar Hall, MIMT
Organised by	Management Department
Participation by	BBA 3rd Year students (105)
Resource Person	Mr. Indra Kant Pathak
Activity Coordinator	Dr. Rajkumar
Objective	The Personality Development Program aims to empower students with essential skills and qualities to enhance their personal and professional growth. Through a dynamic and interactive approach, the program seeks to cultivate self-awareness, improve communication skills, foster emotional intelligence, and instill a positive mindset. Participants will engage in a series of workshops, activities, and discussions designed to develop confidence, resilience, leadership abilities, and interpersonal effectiveness. By the end of the program, students should exhibit a heightened sense of self-confidence, improved communication and interpersonal skills, and a positive attitude towards personal and professional challenges.
Content	Foundations of Self-awareness Day 1: ● Introduction to the importance of self-awareness ● Self-assessment exercises and personality tests Day 2: ● Understanding strengths, weaknesses, and personal values ● Goal setting for personal development

Effective Communication Skills

Day 3:

- Verbal and non-verbal communication
- Active listening techniques

Day 4:

- Public speaking and presentation skills
- Interpersonal communication in various settings

Emotional Intelligence and Resilience

Day 5:

- Understanding emotions and their impact
- Strategies for managing stress and building resilience

Day 6:

- Empathy and emotional intelligence exercises
- Coping mechanisms for challenging situations

Leadership Development

Day 7:

- Leadership styles and qualities
- Teamwork and collaboration exercises

Day 8:

- Decision-making and problem-solving skills
- Motivation and inspiration in leadership

Building Confidence

Day 9:

- Overcoming self-doubt and building confidence
- Body language and posture for confidence

Day 10:

- Positive affirmations and visualization techniques

- Personal grooming and presentation skills

Time Management and Productivity

Day 11:

- Time management principles and techniques
- Setting priorities and managing tasks efficiently

Day 12:

- Goal-setting for academic and personal achievements
- Strategies for overcoming procrastination

Networking and Interpersonal Relationships

Day 13:

- Importance of networking for personal and professional growth
- Building and maintaining positive relationships

Day 14:

- Networking etiquette and strategies
- Conflict resolution and effective communication in relationships

Mindfulness and Well-being

Day 15:

- Introduction to mindfulness and meditation
- Stress reduction techniques

Day 16:

- Healthy lifestyle choices for mental and physical well-being
- Balancing academic and personal life

Integration and Future Planning

Day 17:

- Reflection on personal growth throughout the program
- Action plans for continued development

	Day 18: ● Peer feedback and group discussion ● Resources and tools for ongoing self-improvement
Assessment	At the end of the Personality Development Program there was a MCQ assessment assigned to assess the understanding level of the students.
Outcome of Activity	The Personality Development Program has yielded transformative outcomes for students. They've gained heightened self-awareness, improved communication skills, and a positive mindset. The program focused on emotional intelligence, resilience, leadership, and confidence-building. Students now demonstrate effective time management, networking etiquette, and enhanced well-being. The integration phase allowed reflection and future planning, providing them with a well-rounded foundation for continued personal and professional growth. Overall, the program has equipped students with practical skills and a positive mindset to navigate challenges and foster ongoing self-improvement.

Schedule

Session	Content	Time	Date
S 1	Foundations of Self-awareness 1) Introduction to the importance of self-awareness 2) Self-assessment exercises and personality tests	3PM-5PM	21-February-23
S 2	Foundations of Self-awareness 1) Understanding strengths, weaknesses, and personal values 2) Goal setting for personal development	3PM-5PM	23-February-23
S 3	Effective Communication Skills 1) Verbal and non-verbal communication	3PM-5PM	25-February-23

	2) Active listening techniques		
S 4	Effective Communication Skills 1) Public speaking and presentation skills 2) Interpersonal communication in various settings	3PM-5PM	28-February-23
S 5	Emotional Intelligence and Resilience 1) Understanding emotions and their impact 2) Strategies for managing stress and building resilience	3PM-5PM	2-March-23
S 6	Emotional Intelligence and Resilience 1) Empathy and emotional intelligence exercises 2) Coping mechanisms for challenging situations	3PM-5PM	4-March-23
S 7	Leadership Development 1) Leadership styles and qualities 2) Teamwork and collaboration exercises	3PM-5PM	9-March-23
S 8	Leadership Development 1) Decision-making and problem-solving skills 2) Motivation and inspiration in leadership	3PM-5PM	11-March-23
S 9	Building Confidence 1) Overcoming self-doubt and building confidence 2) Body language and posture for confidence	3PM-5PM	14-March-23
S 10	Building Confidence 1) Positive affirmations and visualization techniques 2) Personal grooming and presentation skills	3PM-5PM	16-March-23
S 11	Time Management and Productivity 1) Time management principles and techniques 2) Setting priorities and managing tasks efficiently	3PM-5PM	18-March-23

S 12	Time Management and Productivity 1) Goal-setting for academic and personal achievements 2) Strategies for overcoming procrastination	3PM-5PM	21-March-23
S 13	Networking and Interpersonal Relationships 1) Importance of networking for personal and professional growth 2) Building and maintaining positive relationships	3PM-5PM	24-March-23
S 14	Networking and Interpersonal Relationships 1) Networking etiquette and strategies 2) Conflict resolution and effective communication in relationships	3PM-5PM	28-March-23
S 15	Mindfulness and Well-being 1) Introduction to mindfulness and meditation 2) Stress reduction techniques	3PM-5PM	31-March-23
S 16	Mindfulness and Well-being 1) Healthy lifestyle choices for mental and physical well-being 2) Balancing academic and personal life	3PM-5PM	5-April-23
S 17	Integration and Future Planning 1) Reflection on personal growth throughout the program 2) Action plans for continued development	3PM-5PM	8-April-23
S 18	Integration and Future Planning 1) Peer feedback and group discussion 2) Resources and tools for ongoing self-improvement	3PM-5PM	11-April-23

PROFILE OF THE RESOURCE PERSON

IndrakantPathak

M.A. English

Assistant Professor at IIMT University Meerut, (French , German, Japanese, and Chinese Mandarin)

12+ Years of Teaching Experience.

Photograph Glimpses

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Course: BBA   ADD-ON COURSE QUIZ   Time: 1 hour
Course Name: Professional Grooming and Leadership

Date: 14 – 04 – 23

Name - Nishant Kumar   Roll no - 230992010509   Invigilator Sign -

General Instructions: All questions are compulsory. Each question will carry '1' mark and there is no 'Negative Marking'

1) What does grooming refer to in the context of leadership development?
a) Physical appearance and personal hygiene
b) Training and education
c) Social skills and etiquette
d) Professional development and advancement

2) Which of the following is NOT a characteristic of effective grooming for leadership?
a) Confidence
b) Authenticity
c) Arrogance
d) Professionalism

3) Emotional intelligence in leadership grooming refers to the ability to:
a) Make logical decisions based on data
b) Control one's emotions in all situations
c) Understand and manage one's own emotions and those of others
d) Achieve personal goals at any cost

4) Which aspect of grooming is essential for building trust and credibility as a leader?
a) Confidence
b) Communication skills
c) Integrity
d) Physical appearance

5) In the context of leadership grooming, what does "executive presence" refer to?
a) Being physically present in the workplace
b) Possessing the qualities of a top-level executive
c) Having a strong online presence on social media
d) Demonstrating confidence, authority, and professionalism

6) Which of the following is NOT a component of effective communication in leadership grooming?
a) Active listening
b) Assertiveness
c) Micromanagement
d) Clarity and conciseness

7) What role does self-awareness play in leadership grooming?
a) It is irrelevant to leadership development
b) It helps leaders understand their strengths, weaknesses, and impact on others
c) It leads to overconfidence and arrogance
d) It encourages leaders to ignore feedback from others

8) Which leadership style emphasizes building strong relationships with team members and fostering collaboration?
a) Autocratic leadership
b) Transformational leadership
c) Laissez-faire leadership
d) Transactional leadership

9) Conflict resolution skills are important in leadership grooming because they:
a) Encourage leaders to avoid conflicts at all costs
b) Help leaders assert dominance over their team members
c) Facilitate the resolution of disputes and promote team cohesion
d) Are unnecessary in leadership roles

10) What does it mean to lead by example in terms of leadership grooming?
a) Setting a positive example through actions and behaviors
b) Expecting others to follow orders without question
c) Avoiding responsibility for one's actions
d) Micromanaging team members

11) Which of the following is NOT a trait associated with effective leadership grooming?
a) Humility
b) Authoritarianism
c) Empathy
d) Resilience

12) Strategic thinking in leadership grooming involves:
a) Focusing solely on short-term goals
b) Developing plans and actions to achieve long-term objectives
c) Avoiding risks and challenges
d) Rejecting new ideas and perspectives

13) In the context of leadership grooming, what does "visionary leadership" entail?
a) Having a clear vision of the future and inspiring others to work towards it
b) Maintaining the status quo and resisting change
c) Prioritizing personal interests over the goals of the organization
d) Micromanaging every aspect of team performance

14) What role does resilience play in effective leadership grooming?
a) It leads to inflexibility and resistance to change
b) It helps leaders adapt to challenges and setbacks
c) It encourages leaders to avoid taking risks
d) It promotes complacency and stagnation

.15) Which leadership trait involves the ability to understand and share the feelings of others?
a) Emotional intelligence
b) Authoritarianism
c) Narcissism
d) Autonomy

16) What does it mean to have a growth mindset in leadership grooming?
a) Believing that one's abilities and intelligence are fixed traits
b) Embracing challenges and seeking opportunities for growth and learning
c) Resisting feedback and avoiding self-improvement
d) Focusing solely on maintaining the status quo

17) Which of the following is NOT a benefit of effective leadership grooming?
a) Improved employee morale and engagement
b) Increased turnover and absenteeism
c) Higher productivity and performance
d) Enhanced organizational culture

18) What role does adaptability play in effective leadership grooming?
a) It leads to rigidity and resistance to change
b) It helps leaders navigate uncertainty and complexity
c) It encourages leaders to avoid new experiences
d) It promotes complacency and stagnation

19) Which leadership style involves giving employees a high degree of autonomy and decision-making authority?
a) Autocratic leadership
b) Laissez-faire leadership
c) Transformational leadership
d) Transactional leadership

20) What is the importance of ethical leadership in grooming effective leaders?
a) It is irrelevant to leadership effectiveness
b) It ensures that leaders act with integrity and fairness
c) It encourages leaders to prioritize personal gain over organizational goals
d) It promotes micromanagement and control

21) Which of the following is NOT a characteristic of authentic leadership?
a) Transparency
b) Integrity
c) Narcissism
d) Self-awareness

22) Which leadership trait involves the ability to inspire and motivate others to achieve common goals?
a) Charisma
b) Authoritarianism
c) Isolation
d) Apathy

23) Effective delegation in leadership grooming involves:
a) Micromanaging every aspect of team performance
b) Avoiding responsibility for decision-making
c) Empowering team members to take ownership of tasks and projects
d) Ignoring the contributions of team members

24) Which of the following is NOT a component of effective leadership communication?
a) Clarity
b) Deception
c) Active listening
d) Empathy

25) Which leadership trait involves the ability to bounce back from setbacks and persevere in the face of challenges?
a) Resilience
b) Complacency
c) Rigidity
d) Pessimism

26) In leadership grooming, what does "coaching and mentoring" entail?
a) Providing constructive feedback and guidance to help individuals develop their skills and capabilities
b) Discouraging personal growth and development
c) Focusing solely on short-term performance goals
d) Ignoring the needs of team members

27) Which leadership style involves setting clear expectations and rewarding or punishing team members based on their performance?
a) Autocratic leadership
b) Transformational leadership
c) Laissez-faire leadership
d) Transactional leadership

28) Which of the following is NOT a characteristic of servant leadership?
a) Selflessness
b) Narcissism
c) Empathy
d) Humility

29) Effective time management in leadership grooming involves:
a) Procrastination and indecision
b) Prioritizing tasks and deadlines
c) Ignoring deadlines and commitments
d) Overcommitting and multitasking

30) Which leadership trait involves the ability to make decisions and take action in uncertain or ambiguous situations?
a) Adaptability
b) Procrastination
c) Paralysis by analysis
d) Decisiveness

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

Sample Certificate

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

CERTIFICATE

Certified that **Mr. NIKESH KUMAR** of **BBA Program** (**Batch 2020-23**) of **Mangalmay Institute of Management & Technology**, Greater Noida has successfully completed **36 Hours** Certification Course on **Professional Grooming and Leadership Program from 21/02/2023 to 11/04/2023.**

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