

5th SEMESTER MECHANICAL 2026-27
SUBJECT- LEADERSHIP & MANAGEMENT SKILLS
SUBJECT CODE- OE301(B) TH:5(B)
TOTAL PERIODS-45
TH.1 -3P/WEEK

Sl No.	week	Day	Topics to be covered
1	1 st	1 st day	Introduction
		2 nd day	Leadership & Management, concept, principles. Definition of leadership, management
		3 rd day	Leadership theories
Sl No.	week	Day	Topics to be covered
2	2 nd	1 st day	Leadership theories
		2 nd day	Leadership characteristics Leadership trait
		3 rd day	Principles of management Managerial functions
Sl No.	week	Day	Topics to be covered
3	3 rd	1 st day	Leader v/s Manager, Leader/Manager traits and character
		2 nd day	Leadership Styles
		3 rd day	Human Resource Management in Organizations Human Resource Management: Meaning, Nature,
Sl No.	week	Day	Topics to be covered
4	4 th	1 st day	Human Resource Management: Objectives, Scope
		2 nd day	Job
		3 rd day	Job analysis
Sl No.	week	Day	Topics to be covered
5	5 th	1 st day	Staff Development: Need and Objectives of Staff Development
		2 nd day	Staff Development: Approaches
		3 rd day	Staff Development: Approaches
Sl No.	week	Day	Topics to be covered
6	6 th	1 st day	Training & development
		2 nd day	Organizational Development: Components of OD process
		3 rd day	Learning organization
Sl No.	week	Day	Topics to be covered
7	7 th	1 st day	Personal disposition, skills & abilities of leaders Self-awareness

			Leadership characteristics, traits
		2 nd day	Leadership skills & abilities Emotional intelligence & its components, importance in leadership
		3 rd day	Communication skills for effective leadership
Sl No.	week	Day	Topics to be covered
8	8 th	1 st day	Barriers to effective communication,
		2 nd day	Barriers to effective communication
		3 rd day	Active Listening
Sl No.	week	Day	Topics to be covered
9	9 th	1 st day	Mindful listening
		2 nd day	Leading & Mentorship – Influencing & mentoring
		3 rd day	Class test 1
Sl No.	week	Day	Topics to be covered
10	10 th	1 st day	Leader's role in Motivating, Inspiring and Transformative leadership, nurturing team-work Goal setting & leadership
		2 nd day	Transformative Leadership,
		3 rd day	Vision & envisioning
Sl No.	week	Day	Topics to be covered
11	11 th	1 st day	Motivational role of leader in people management
		2 nd day	Group & team
		3 rd day	Team dynamics
Sl No.	week	Day	Topics to be covered
12	12 th	1 st day	Conflict management
		2 nd day	Strategies in managing conflicts
		3 rd day	Strategies in managing conflicts
Sl No.	week	Day	Topics to be covered

13	13 th	1 st day	Change Management & Leadership Models of change
		2 nd day	Models of change
		3 rd day	Forces driving change
Sl No.	week	Day	Topics to be covered
14	14 th	1 st day	Change Management – process, goal, importance
		2 nd day	Change Management – process, goal, importance
		3 rd day	The process of change happening in an organization
Sl No.	week	Day	Topics to be covered
15	15 th	1 st day	Key aspects of leadership in change management – responsibilities of a change leader
		2 nd day	Revision
		3 rd day	Class test 2

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