

## Essentials of Life Management – for M.Com.

### Certificate Course Outline

<b>Course Title:</b>	<b>Essentials of Life Management (ELM)</b>
<b>Faculty</b> (Profile snapshot is attached.)	<b>Prof. Vipul Vyas, Ph.D.(Emotional Intelligence), MBA, M.Sc.</b> HR Facilitator and Life Coach Director, Mann – The Mind, Mumbai
<b>Term</b>	January to April
<b>No. of hours</b>	30
<b>Course</b>	Add-on, E-Certificate course
<b>Introduction</b>	Essentials of Life Management course is a training workshop mode course, designed to encourage participants <b>to explore the larger purpose of life and related skills</b> to fulfill the same.
<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>• Functioning and mal functioning of the conditioned mind</li> <li>• How to make mind free from conditioning</li> <li>• Focus on emotional well-being, including technique of simple meditation and easy pranayama.</li> <li>• To empower students to develop endurance against all odds / failures in the personal and professional life</li> <li>• Equip them with tools to develop healthy lifestyle for perfect work-life balance.</li> </ul>
<b>Basic Premise of the Course</b>	<b>If you get the inside right, the outside will fall into place.</b> This course is aimed to be instrumental to evolve students into – enlightened human resource for purposeful and stress-free living. <b>Life skills competencies</b> are necessary for the total development of students. The students need to possess the knowledge, skills, attitudes and behaviour to become a healthy and well-balanced global citizen.
<b>Learning Outcomes</b>	Students will be able to – <ul style="list-style-type: none"> <li>• Gain right thinking and responsible behavior</li> <li>• Focus and concentrate well on studies and career</li> <li>• Overcome negative emotions like – anxiety, worries, anger, fear, stress.</li> <li>• Face challenges of personal and professional life in healthy ways</li> <li>• Be more disciplined and sincere about life in general</li> <li>• Empathize with other better resulting to healthy relationships</li> <li>• Develop good habits</li> <li>• Identify with larger purpose of life</li> </ul>
<b>Session Plan</b>	Given Below*
<b>Intake</b>	Classroom: 60 Participants  Online: 120 Participants

\* Subject to modification. Course outline is designed after much online research and deliberation, however, feel free to suggest changes, if any.

Each Session of approx. 3 hours	Topic
1 & 2	<p><b>Power of Emotional Well-being in Action: Development and Application (Total 6 sessions)</b></p> <p><b>Introduction of the course:</b> What is the course all about and why it is important? Trend, empirical research, rationale behind the course curriculum, experiential learning methodology, evaluation criteria, etc.</p> <p><b>Functioning of Mind:</b> IQ Vs. EQ, Why EQ matter more than IQ?, How emotions impact our behavior, Emotion’s triggers, Finding default mode of thinking and acting, Discovering new capability, how ‘Self’ gets hijacked by the emotions and mood, impact of mindset on personal and professional life, how to get free from our opinions, judgments, beliefs, desires, etc.</p>
3	<p><b>Self-Awareness (SA):</b> We cannot manage something which is unknown. To manage anything, we must know that thing first. Same applies to the Mind, Thoughts, and Emotions also. SA is about knowing what I am feeling now and how it is affecting my perspective and behavior. This is the foundation competence of emotional intelligence (EI) and plays very important role in the journey of the self-development. Students would learn about how to develop SA.</p>
4	<p><b>Self-Management (SM):</b> Regulating emotions, particularly, negative one, is a key to success in any field. SM helps students not to bottle up those emotions but how to minimize their negative effect. This session’s objective is to learn how to maintain clarity and focus, to navigate successfully even in the adverse situation and how to start responding rather than reacting.</p>
5	<p><b>Social Awareness (SoA):</b> This competence is focused on learning how to be an empathetic and a good listener. Very essential quality of every successful leader manager is an ability to connect with the needs and desires of the team, and good news is that it can be learned.</p>

Each Session of approx. 3 hours	Topic
6	<p><b>Relationship Management (RM) and Self-Motivation (SMo):</b> RM includes discussion on problem solving, assertive communication and inspiring leadership, very essential function of a leader.</p> <p>Person with SMo, will not sail through, the adverse situation of personal or professional life without getting perturbed about it. Such a person will not depend on external sources for the motivation but would have intrinsic values as guiding principles to maintain SMo.</p>
7	<p><b>Simple Pranayam and Easy Meditation Technique:</b></p> <p>Pranayama and meditation practice increases longevity, improves - blood circulation, heart, functioning of body organs, digestion, quality of sleep, mental health, confidence and reduces stress, negative emotions like fear, anger, anxiety, excessive compulsive thinking.</p>
8	<p><b>Managing Failure - Finding comfort out of dis-comfort zone:</b></p> <p>Failure management is a must for today's over pampered kids, who have not learned to listen or to accept 'No' at home. Failure is a 'No' against their expectation of 'Yes', i.e. success. Stress of failure is inevitable and hence it's management must be a part of our education to prevent suicidal tendencies.</p>
9	<p><b>Unlocking Total Potential Through Re-programming of Mind:</b></p> <p>The difference between successful people and not so successful in the world is the difference of the 'self-belief'. Confidence is a result of the self-concept combined with the passion and hard work. Re-programming of the mind is possible, hence it is accepted as a therapy by medical science. This module is aimed at making students aware about impact of the mindset and tendencies in their daily life and how to replace negative tendencies with positive.</p>
10	<p><b>Healthy Lifestyle Habits and Work-life Balance:</b></p> <p>Let us share with our young minds, consequences of unhealthy lifestyle on health, relationships and profession. What are the healthy lifestyles, how to develop them, and practical activity to actually develop it, will be the focus of this module. Also module attempts to develop understanding about whether one should live to work or work to live? And help students set right priorities of job and family.</p>

