

**JYOTI NIVAS COLLEGE AUTONOMOUS  
SYLLABUS FOR 2019-2020 BATCH AND THEREAFTER**

**Programme: B.Voc VP.**

**Semester: IV**

**Paper 8: Psychology of Personal Effectiveness**

**Course Code : 18BVV404**

**Course Objectives:**

1. To help students understand the meaning and conceptual framework of personal effectiveness with reference to self-awareness and self-esteem.
2. To support students, understand the meaning and types of goals with their implications and help them set realistic goals for their lives.
3. To facilitate students, understand the positive outcomes of behavioural adjustments.
4. To help students understand the sources and techniques to manage stress.
5. To train students become effective listeners by understanding the importance, types and barriers to listening.

**UNIT I: INTRODUCTION AND SELF-AWARENESS (15 HOURS)**

Personal effectiveness – meaning, conceptual framework: Johari Window.

Self-awareness – Meaning; Importance; Individual differences; Strategies for gaining self-awareness; Important self-awareness issues.

Self-esteem – Meaning; Importance; Six pillars of self-esteem; Eight factors for building positive self-esteem.

**UNIT II: LEADERSHIP AND GOAL SETTING (15 HOURS)**

Leadership - meaning, types: authoritarian, participative, delegative; personality attributes; Developing effective leadership and people management skills.

Goal setting - meaning; types of goals and their effectiveness; Principles of effective goal-setting; Writing effective goal-statements; Goal setting and positive change; The Goal Reward Achievement System (GRA); The POWER Learning.

**UNIT III: BEHAVIORAL ADJUSTMENTS AND POSITIVE OUTCOME (15 HOURS)**

Behaviour – Importance of adjustment; Unhealthy behaviours; Healthy behaviour and assertiveness; Obstacles to assertiveness; Handling obstacles in assertiveness.

Advantages of assertive behaviour.

**UNIT IV: STRESS MANAGEMENT (15 HOURS)**

Meaning; Types – acute stress, episodic stress, chronic stress; Sources – internal and external, body's response - physiological changes, General Adaptation Syndrome (GAS); Management techniques – Physical: yoga, meditation, relaxation technique, deep breathing, physical exercise, psychological: alter, avoid, accept, adapt; Cognitive behaviour therapy and stress management.

## **UNIT V: EFFECTIVE LISTENING**

**(15 HOURS)**

Effective listening – Importance; Difference between listening and hearing; Barriers to effective listening; Types of listening; Becoming a better listener; Effective listening in different situations – nonverbal involvement, pay attention to speaker, non-judgemental, tolerate silence, paraphrase, ask questions.

### **PRACTICALS:**

1. T-P Leadership Questionnaire
2. Self-acceptance Scale
3. Personal Effectiveness Scale
4. Assertiveness Scale
5. Perceived Stress Scale

### **REFERENCES:**

1. Singh, Abha. (2013). Behavioural Science – Achieving Behavioural Excellence for Success. New Delhi: Wiley.
2. Blerkom, D. L. V. (2009). College Study Skills: Becoming a Strategic Learner. (6<sup>th</sup>ed.). Boston, MA: Wadsworth Cengage Learning.
3. Agochiya, Devendra. (2010). Life Competencies for Adolescents – Training Manual for Facilitators, Teachers and Parents. New Delhi: SAGE Publications India Pvt Ltd.
4. Purohi, S., & Nayak, S. (2003). Enhancing Personal Effectiveness. New Delhi: Tata McGraw-Hill.