



MEASI
Institute of Management



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LEADERSHIP & TEAM BUILDING SKILLS (534S3A)

MBA 3rd SEMESTER

UNITWISE STUDY NOTES

Prepared by

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VISION & MISSION STATEMENTS

Vision

To be an oasis of knowledge to the seeker, to nurture one's creativity and research acumen, and to instil a unique blend of leadership, innovative spirit and empathy in response to the ever-evolving business ecosystem.



Mission

- Provide a pedagogy that blends academic rigor and experiential learning.
- Inculcate an entrepreneurial mindset through curated activities
- Establish a conducive environment for research.
- Foster a culture of innovation and collaboration to progress in a dynamic business landscape.
- Promote humanistic values to produce socially responsible leaders.

Program Educational Objectives (PEOs)

PEO 1 – Employability: To develop students with industry specific knowledge & skills to meet the industry requirements and also join public sector undertaking through competitive examinations.

PEO 2 - Entrepreneur: To create effective business service owners, with a growth mindset by enhancing their critical thinking, problem solving and decision-making skills.

PEO3 – Research and Development: To instil and grow a mindset that focusses efforts towards inculcating and encouraging the students in the field research and development.

PEO 4 – Contribution to Business World: To produce ethical and innovative business professionals to enhance growth of the business world.

PEO 5 – Contribution to the Society: To work and contribute towards holistic development of society by producing competent MBA professionals.

Program Outcome

PO1 - Problem Solving Skill; Apply knowledge of management theories and practices

to solve business problems.

PO2 - Decision Making Skill; Foster analytical and critical thinking abilities for data-

based decision making.

PO3 - Ethical Value; Ability to develop value based leadership ability.



PO4 - Communication Skill; Ability to understand, analyze and communicate global, economic, legal and ethical aspects of business.

PO5 - Individual and Leadership Skill; Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.

PO6 - Employability Skill; Foster and enhance employability skills through subject knowledge.

PO7 - Entrepreneurial Skill; Equipped with skills and competencies to become an entrepreneur.

PO8 - Contribution to community; Succeed in career endeavors and contribute significantly to the community.

Program Specific Objectives

PSO 1: Finance: The students should demonstrate proficiency in analyzing financial statements, evaluating investment opportunities and making financial decision to maximize shareholders' value.

PSO 2: Marketing: Students should be able to create a comprehensive marketing plan that integrates effective communication strategies, leading to customer success and the accomplishment of marketing objectives.

PSO 3: Logistics: Students will acquire knowledge of inventory management for domestic and global supply chains, thereby developing problem-solving skills in logistics to optimize supply chain efficiency.

PSO 4: Business Analytics: The students should able to analyze data, communicate insights, take data-driven decisions and solve business problems effectively.



Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Soft Skills IV – Leadership & Team Building Skills	Soft Skills	-	-	2	-	2	30	25	75	100
Course Objectives											
C1	To understand the characteristics, style, traits of leaders, and theories of leadership.										
C2	To learn more about self-leadership and developing team-building skills through case studies and examples.										
C3	To understand how to form, manage and lead the team.										
C4	To understand the measures of conflict in a team										
C5	To explore team roles & processes in developing and managing a team										
SYLLABUS											
UNIT	Details							No. of Hours	Course Objectives		
I	Leadership Theories: Nature of leadership theories & models of leadership - attributes of effective leaders -							6	C1		



	traits of leadership - interpersonal competence & leadership		
II	Leadership Styles: Leadership qualities -styles of leadership -attitudes-role models & new leadership - cultural differences and diversity in leadership - leader behaviour leadership in different countries- leadership ethics & social responsibility.	6	C2
III	Leadership Skills: Leadership skills - Leadership & management - transactional & transformational in leadership -Strength based leadership in practice - Tasks & Relationship approach in leadership - influence tactics of leaders- motivation and coaching skills. Establishing constructive climate- listening to out group members- communication and conflict resolution skills.	6	C3
IV	Team Work: Working in group & teams - characteristics of effective team- types- team development: Tuckman's team development stages- Belbin team roles - Ginnett - team effectiveness leadership model.	6	C4
V	Exploring team roles & processes: mapping the stages of group development -Building: and developing teams-overcoming resistance coping and conflict and Ego-leading a team managing meetings.	6	C5
Total		30	
Course Outcomes			
Course Outcomes	On completion of this course, students will;	Program Outcomes	
CO1	Critical understanding of theories and concepts of leadership and teamwork in organizations	PO4, PO5, PO6, PO7	
CO2	Critical awareness of the importance of teamwork and development of the skills for building effective teams	PO4, PO5, PO6, PO7	
CO3	Understanding of the techniques and practical understanding of how to apply theories and concepts to improve leadership skills.	PO2, PO4, PO5, PO6, PO7	
CO4	Development of skills in effective leadership and professional communication	PO4, PO5, PO6, PO7	
CO5	Demonstrate effective written communication skills for plans, strategies and outcomes.	PO4, PO6, PO7	
Reading List			
1.	Uday Kumar Haldar, Leadership and Team Building,		
2.	D.K. Tripathy, Team Building and Leadership with Texts and Cases, Himalaya Publishing House, 2014		
3.	International Journal on Leadership, Publishing India Group		
4.	International Journal of Organizational Leadership, CIKD		
References Books			



1.	Gonda, C. M. (2016) Master of Business Etiquette: The Ultimate Guide to Corporate Etiquette and Soft Skills Embassy Books, First Edition.
2.	Mehra, S. K. (2012) Business Etiquette A Guide For The Indian Professional. Noulia: HarperCollins
3.	Pachter, B. (2013). The Essentials of Business Etiquette: How to Greet, Eat, and Tweet Your Way to Success (1) edition New York: McGraw-Hill Education.
4.	Past, K. (2008). Indian Business Etiquette: 1 (First edition). Ahmedabad Jaico Publishing House.
5.	Travis, R. (2013). Tech Etiquette: OMG, 2 Edition, RLT Publishing.
6.	Gonda, C. M. (2016) Master of Business Etiquette: The Ultimate Guide to Corporate Etiquette and Soft Skills Embassy Books, First Edition.

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO 1				3	3	3	3	
CO 2				3	3	3	3	
CO 3		3		3	3	3	3	
CO 4				3	3	3	3	
CO 5				3		3	3	

3-Strong 2-Medium 1-Low

Course Material

Leadership & Team Building Skills

UNIT I – Leadership Theories

1. Nature of Leadership

This section explains the concept of Nature of Leadership. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

2. Leadership theories: Trait, Behavioral, Contingency and Modern leadership models.

This section explains the concept of Leadership theories: Trait, Behavioral, Contingency and Modern leadership models.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.



3. Attributes of effective leaders – vision, integrity, empathy and decisiveness.

This section explains the concept of Attributes of effective leaders – vision, integrity, empathy and decisiveness.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

4. Leadership traits – confidence, communication skills and emotional intelligence.

This section explains the concept of Leadership traits – confidence, communication skills and emotional intelligence.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

5. Interpersonal competence – building trust, influencing others and relationship management.

This section explains the concept of Interpersonal competence – building trust, influencing others and relationship management.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

UNIT II – Leadership Styles

1. Leadership styles – autocratic, democratic, laissez-faire.

This section explains the concept of Leadership styles – autocratic, democratic, laissez-faire.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

2. Leadership attitudes – authoritarian, participative and delegative.

This section explains the concept of Leadership attitudes – authoritarian, participative and delegative.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

3. Role models and new leadership concepts.

This section explains the concept of Role models and new leadership concepts.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

4. Cultural differences and diversity in leadership.

This section explains the concept of Cultural differences and diversity in leadership.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.



5. Leadership ethics and social responsibility.

This section explains the concept of Leadership ethics and social responsibility.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

UNIT III – Leadership Skills

1. Leadership vs management – differences and interdependence.

This section explains the concept of Leadership vs management – differences and interdependence.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

2. Transactional and transformational leadership.

This section explains the concept of Transactional and transformational leadership.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

3. Strength-based leadership in practice.

This section explains the concept of Strength-based leadership in practice.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

4. Task and relationship approach to leadership.

This section explains the concept of Task and relationship approach to leadership.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

5. Influence tactics of leaders.

This section explains the concept of Influence tactics of leaders.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

6. Motivation and coaching skills.

This section explains the concept of Motivation and coaching skills.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

7. Establishing constructive climate.

This section explains the concept of Establishing constructive climate.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to



help learners understand how these ideas are used in leadership and team-building contexts.

8. Listening skills and conflict resolution.

This section explains the concept of Listening skills and conflict resolution.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

UNIT IV – Team Work

1. Working in groups and teams.

This section explains the concept of Working in groups and teams.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

2. Characteristics of effective teams.

This section explains the concept of Characteristics of effective teams.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

3. Types of teams.

This section explains the concept of Types of teams.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

4. Tuckman’s stages of team development.

This section explains the concept of Tuckman’s stages of team development.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

5. Belbin team roles.

This section explains the concept of Belbin team roles.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

6. Ginnett’s team effectiveness leadership model.

This section explains the concept of Ginnett’s team effectiveness leadership model.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.



UNIT V – Team Roles & Processes

1. Stages of group development mapping.

This section explains the concept of Stages of group development mapping.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

2. Building and developing teams.

This section explains the concept of Building and developing teams.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

3. Managing resistance and ego.

This section explains the concept of Managing resistance and ego.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

4. Conflict management in teams.

This section explains the concept of Conflict management in teams.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.

5. Leading a team and managing meetings.

This section explains the concept of Leading a team and managing meetings.. It covers key definitions, theoretical perspectives, workplace examples, and practical applications to help learners understand how these ideas are used in leadership and team-building contexts.