



Chhatrapati Shahu Ji Maharaj University, Kanpur

Uttar Pradesh State University (Formerly Kanpur University, Kanpur)



SCHOOL OF BUSINESS MANAGEMENT

COURSE NAME: "Team Management"

STARTING DATE: 14 JUNE 2021 TO 19 JUNE 2021 (ONLINE MODE)
(5 HOURS EACH DAY)

COURSE CODE : IBM C001

PROF. ANSHU YADAV

(DIRECTOR OF SBM)

Course Outcomes:

“Team Management”

ABOUT THE COURSE Team management is the ability of an individual or an organization to administer and coordinate a group of individuals to perform a task. Team management involves teamwork, communication, objective setting and performance appraisals. Teamwork helps solve problems. Collaboration within a group can help solve difficult problems. Brainstorming is a good opportunity for the team to exchange ideas and come up with creative ways of doing things. By working together, teams can find the solutions that work best.

SESSION HIGHLIGHTS

Session-

1ST DAY

- 01 First level management 01 Hour Session -
- 02 Process management, Recruitment 01 Hour Session -
- 03 Team building, Time management 01 Hour Session -
- 04 Communication skills and processes 01 Hour Session -
- 05 Inducting new staff in the workplace 01 Hour Session -

2ND DAY

- 06 Managing and allocating work loads 01 Hour Session -
- 07 Managing conflict 01 Hour Session -
- 08 Conducting assessments and appraisals 01 Hour Session -
- 09 Setting goals and objectives, Conducting disciplinarys 01 Hour Session -
- 10 Middle management 01 Hour Session -

3RD DAY

- 11 Conflict management 01 Hour Session -
- 12 Performance management 01 Hour Session -
- 13 Financial skills – such as devising budgets 01 Hour Session -
- 14 Change management 01 Hour Session -
- 15 Effective decision making 01 Hour Session -

4TH DAY

- 16 Personal and staff development 01 Hour Session -
- 17 Senior management 01 Hour Session -
- 18 Developing organizational strategies and vision 01 Hour Session -
- 19 Getting buy-into strategy and vision 01 Hour Session -
- 20 Implementing strategies 01 Hour Session -

5TH DAY

- 21 Different management styles 01 Hour Session -
- 22 Chairing effective meetings 01 Hour Session -
- 23 Staff motivation 01 Hour Session -
- 24 Communicating effectively 01 Hour Session
- 25 Influencing techniques 01 Hour Session -

6TH DAY

- 26 Giving constructive feedback 01 Hour Session -
- 27 Delegating effectively 01 Hour Session -
- 28 Bringing out the best in others 01 Hour Session
- 29 Communicating with a variety of personality types. 01 Hour Session
- 30 Resolving disputes. 01 Hour Session -

Registered Students under Value Added Course

S.NO. STUDENTS' NAME

- 1 AASTHA TANDON
- 2 ABHISHEK TRIPATHI
- 3 ADITI MISHRA
- 4 ADITYA BAGHEL
- 5 EKTA SAXENA
- 6 MOHIT KUMAR KUMAR
- 7 PANKAJ MISHRA
- 8 PRASHANT RAWAT
- 9 RAGHO RAM YADAV
- 10 RATAN SHIVANSU
- 11 SANJANA CHAUHAN
- 12 SARVAN SINGH
- 13 SAUMYA YADAV
- 14 SHIVAM SINGH
- 15 VED KUMAR DWIVEDI

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ATTENDANCE						
NAME OF STUDENTS	14-Jun	15-Jun	16-Jun	17-Jun	18-Jun	19-Jun
AASTHA TANDON	P	P	P	P	P	P
ABHISHEK TRIPATHI	P	P	P	P	P	A
ADITI MISHRA	P	P	P	P	A	P
ADITYA BAGHEL	P	A	P	P	P	P
EKTA SAXENA	P	A	P	P	P	P
MOHIT KUMAR KUMAR	P	P	P	P	P	P
PANKAJ MISHRA	P	P	P	P	P	P
PRASHANT RAWAT	P	A	P	P	P	P
RAGHO RAM YADAV	P	P	P	P	A	P
RATAN SHIVANSU	P	P	A	A	P	P
SANJANA CHAUHAN	P	P	P	P	P	P
SARVAN SINGH	P	P	P	P	P	P
SAUMYA YADAV	P	P	A	P	A	P
SHIVAM SINGH	P	P	P	P	P	P
VED KUMAR DWIVEDI	P	P	P	P	A	P

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S.NO.	STUDENTS' NAME	CERTIFICATE NO.
1	AASTHA TANDON	IBM C001/01
2	ABHISHEK TRIPATHI	IBM C001/02
3	ADITI MISHRA	IBM C001/03
4	ADITYA BAGHEL	IBM C001/04
5	EKTA SAXENA	IBM C001/05
6	MOHIT KUMAR KUMAR	IBM C001/06
7	PANKAJ MISHRA	IBM C001/07
8	PRASHANT RAWAT	IBM C001/08
9	RAGHO RAM YADAV	IBM C001/09
10	RATAN SHIVANSU	IBM C001/10
11	SANJANA CHAUHAN	IBM C001/11
12	SARVAN SINGH	IBM C001/12
13	SAUMYA YADAV	IBM C001/13
14	SHIVAM SINGH	IBM C001/14
15	VED KUMAR DWIVEDI	IBM C001/15

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CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR

Certificate No. IBM C 001/01

CERTIFICATE OF PARTICIPATION

IS PRESENTED TO

AASTHA TANDON

for active participation in the Additional Course on
TEAM MANAGEMENT

.The course was conducted from 14 JUNE2021 TO 19 JUNE2021 .
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Course Coordinator

CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR

Certificate No. IBM C 001/02

CERTIFICATE OF PARTICIPATION

IS PRESENTED TO

ABHISHEK TRIPATHI

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Course Coordinator

CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR

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CERTIFICATE OF PARTICIPATION

IS PRESENTED TO

ADITI MISHRA

for active participation in the Additional Course on
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ADITYA BAGHEL

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