B.A

SKILL ENHANCEMENT COURSE

SEMESTER-V

(BAB33506T) THE FOUNDATION OF HAPPINESS AT WORKPLACE

MAX MARKS:100
EXTERNAL:70
INTERNAL:30
PASS:40%
CREDITS: 4

OBJECTIVE:

To understand the sources and causes of stress and means to effectively deal with them. To guide them to build healthy, cooperative and collaborative workplace relationships. To offer concrete strategies for fostering happiness and resilience to stress at work.

COURSE OUTCOMES:

CO 1:	To understand the sources and causes of stress and the means to effectively deal with them.
CO 2:	To guide them to build healthy, cooperative, and collaborative workplace relationships
CO 3:	To offer concrete strategies for fostering happiness and resilience to stress at work.

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions each from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any 10 questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only atone place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

INSTRUCTIONS FOR THE CANDIDATES:

Candidates are required to attempt any two questions each from the sections A, and B of the question paper, and any ten short answer questions from Section C. They have to attempt questions

only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

Section A

Unit 1: Work place dissatisfaction**:** Sources and causes of work stress

Unit 2: Impact of stress on performance; Concept of Burnout.

Unit 3: Effective skills at workplace: Interpersonal Skills, decision-making

Unit 4: leadership qualities, teamwork, Work-related values and attitudes.

Section B

Unit 5: Organizational communication skills: Johari window; Transactional Analysis; Power of grapevine

Unit 6: Mental strength and flexibility: Resilience; Optimism

Unit 7: Self-efficacy; Self-confidence.

Suggested readings:

- Cunha, M.P., Rego, A., Simpson, A. & Clegg, S. (2019). Positive Organizational Behaviour: AR effective Approach. Routledge. Taylor and Francis Group.
- Friedman, R. (2014). The Best Place to Work: The Art and Science of Creating an extraordinary workplace. Penguin Publishing Group.
- Ivtzan, I., Lomas, T., Hefferon, K., Worth, P. (2016). *Second Wave Positive Psychology: Embracing the Dark Side of Life*. Routledge.
- Lomas, T., Hefferon, K., Ivtzan, I., (2014) *Applied Positive Psychology: Integrated Positive Practice*. SAGE Publications Ltd.
- Shawn Achor. (2010). The Happiness Advantage: The seven principles of positive psychology that fuel success and Performance at work. New York. Crown Publishing Group.