



Faculty of Management and Finance
Bachelor of Business Administration Honours in Human Resource Management
Degree Programme
Course Unit Information Sheet

Course Code		HRM 41513			
Course Name		Personal Value Creation			
Semester		4000 Level - Semester I			
Credit Value	3	Core/Optional	Core	GPA/NGPA	GPA
Hourly Breakdown		Lectures	Practical	Independent Learning	
		45	30	75	
Course Description This course provides knowledge and understanding to students about the basic skills that are needed to be successful in personal and organisational spheres. It covers areas such as presentation skills, communication skills, negotiation skills, leadership skills, etc., and the students are encouraged to develop these skills through further training.					
Intended Learning Outcomes				PLO Alignment	
At the end of the course unit, the student shall be able to,					
1. Describe key concepts, theories, models, and techniques for Personal Value Creation.				1, 2	
2. Discuss the importance of skills necessary to be successful in organisational as well as personal spheres in life.				16, 20	
3. Apply effective communication, presentation, and negotiation skills.				7, 11, 12, 13	
4. Create a personal development plan that aligns with career goals.				18, 20, 22	
5. Demonstrate a growth mindset to embrace challenges as opportunities for personal growth and value creation.				2, 3, 4, 7, 8,	
Course Content				Hours	ILOs
1. Introduction to Personal Value Creation				3	1
2. Personal Quality and Character				3	2, 4, 5
3. Communication and Presentation Skills				6	1, 2, 3
4. Leadership and Organising Skills				3	2
5. Decision-making Models and Design Thinking				3	2, 3, 4
6. Negotiation Skills				3	2, 3, 4
7. Change Management Skills				3	4
8. Entrepreneurial Skills				3	2, 5
9. Emotional Intelligence				3	2, 5
10. Grooming, Ethics, and Business Etiquette				9	2, 5
11. Self-management				3	2, 4, 5
12. Critical Success Factors for Individual Career Personal Branding				3	3, 5
Teaching Methods					
Lectures, Presentations, Case studies, Seminars, Workshops, Field visits, and Group discussions.					

Assessment Methods		
In-course Assessments 30 %	Final Examination 70 %	Total: 100%
Recommended Reading		
1. Robbins, S.P. <i>Training in Interpersonal Skills: Tips for Managing People at Work</i>, Pearson Education. The latest edition. 2. Burnes, B. <i>Managing Change</i>, Pearson Prentice Hall, India. The latest edition. 3. Whalen, J. <i>Design for how people think: Using brain science to build better products</i>. O'Reilly Media. The latest edition. 4. Pressman, A. <i>Design thinking: A guide to creative problem solving for everyone</i>. Routledge. The latest edition. 5. Sabath, A.M. <i>Business etiquette: 101 ways to conduct business with charm and savvy</i>. Red Wheel/Weiser. The latest edition.		