Name of the Course	**Advanced Management & Leadership Skills**
Course Code	ADV-802
Credit Hours	3
Objectives	1. To apply management principles to the creation, administration and promotion of information organizations by competing values approach. 2. To develop an increased understanding of management functions and managerial roles and techniques especially by creating and sustaining commitment and cohesion and using power ethically and effectively. 3. To uUnderstand leadership theories, styles and leadership qualities for future library leaders. 4. To know leadership issues, such as create vision, build team, allocate tasks, develop people, motivate and inspire staff/followers. 5. To explore the need of teamwork as required skill for their professional life. 6. To enhance their workplace communication skills.

Contents	**Unit-I Advance management techniques**
	   1.1 Introduction to competing values approach to management
	   1.2 Creating and sustaining commitment & cohesion
	Unit-II Employing change & change management
	   2.1 Promoting change & encouraging adaptability
	   2.2 History
	   2.3 Application
	Unit-III Leadership theories & styles
	   3.1 History and application
	   3.2 Merits of leadership theories
	   3.3 Leadership styles
	Unit-IV Leadership skills among lis professionals
	   4.1 Leadership qualities for future library leaders
	   4.2 Laws of teamwork and integration
	   4.3 Workplace communication

Teaching & Learning Strategies	A combination of lecturing, class participation, and discussions will be used to conduct the course. Students will be expected to read extensively ahead of each class session and actively participate in discussions.
Assignments	Written Assignment (10 marks), Presentation (5 marks) and Quiz (10 marks)
Recommended Reading Material	Allan, B. (2007). *Supervising and leading teams in ILS.* Facet Publishing. Halaychik, C. S. (2016). *Lessons in Library Leadership: A Primer for Library Managers and Unit Leaders*. Cambridge: Chandos Publishing. Marcum, D. B. (2016). Library leadership for the digital age *Information Services & Use, 36*(1-2), 105-111. Maxwell, J. C. (2013). *The 17 indisputable laws of teamwork: Embrace them and empower your team.* Thomas Nelson Inc.

	Quinn, R. E., Bright, D., Faerman, S. R., Thompson, M. P., & McGrath, M. R. (2014). *Becoming a master manager: A competing values approach.* New York: John Wiley & Sons.

Assessment and Examinations:

Sr.#	Elements	Weightage	Details
1	Midterm Assessment	35%	Written test (at the mid-point of the semester)
2	Formative Assessment	25%	Assignment, presentation and quiz
3	Final Assessment	40%	Written test (at the end of the semester)