

IMMACULATE COLLEGE FOR WOMEN, CUDDALORE

REPORT ON INTERNSHIP COURSE

COURSE: DIPLOMA IN EXECUTIVE BUSINESS

DATE: 03/02/2023 TO 24/03/23 (EVERY FRIDAY)

TIMING: 12:30 P.M. TO 1:30 P.M.

VENUE: MULTI PURPOSE SEMINAR HALL, IMMACULATE COLLEGE FOR WOMEN, CUDDALORE.

OFFERED TO: II B. COM. CS

RESOURCE PERSON: Ms.S. AMMU M.Com, M.Phil., (Ph.D)

**ASSISTANT PROFESSOR IN COMMECE,
IMMACULATE COLLEGE FOR WOMEN,
CUDDALORE.**

The internship course was started on 03.02.2023. This course is conducted relating to the topic DIPLOMA IN EXECUTIVE BUSINESS. It was conducted with the duration of 8 weeks. Nearly 65 students participated in this course. This course took place on every Friday. It ended up on 24.03.2023. The data and topics discussed are attached along with this report in detail.

SYLLABUS

Course: DIPLOMA IN EXECUTIVE BUSINESS

S.NO.	WEEKS	DATE	CONTENT
1	WEEK 1	03/02/2023	AN INTRODUCTION TO EXECUTIVE COACHING What is executive coaching? The variances between coaching & mentoring, and other disciplines.
2	WEEK 2	10/02/2023	AWARENESS OF COACHING Active listening. Awareness of emotional intelligence (EI) Integrity and ethics. What are my values?
3	WEEK 3	17/02/2023	DEVELOPING AND BUILDING TRUST How do we build trust with a client? Where is the 'professional' line drawn?
4	WEEK 4	24/02/2023	AN INTRODUCTION TO LEADERSHIP & EXECUTIVE COACHING What is leadership? Is leadership relevant to coaching?
5	WEEK 5	03/03/2023	COACHING CLIENTS Is everybody coachable? What if a client clashes with my personality? What if I can't answer a client's question? Remaining professional.
6	WEEK 6	10/03/2023	ETHICAL COACHING Foundations of professional ethics. A code of ethics. Core competencies. Regular self-reflection. Coaching the coach.
7	WEEK 7	17/03/2023	PROFESSIONALLY DEVELOPING AND UPHOLDING CLIENT TRUST Confidentiality. Professional focus. Resisting interfering. Maintaining professional relationships.
8	WEEK 8	24/03/2023	HOW ORGANISATIONAL CULTURE INFLUENCES ETHICS Types of organisational culture and the effects on ethics. Research through observation. Remaining objective.

Staff In charge

HR

Principal

Secretary