

PERSONALITY DEVELOPMENT

SYLLABUS

UNIT I Introduction to Personality Development The concept of personality - The concept of success and failure: What is success? - Hurdles in achieving success - Overcoming hurdles - Factors responsible for success – What is failure - Causes of failure. SWOT analysis.

UNIT II Attitude & Motivation Attitude - Concept - Significance - Factors affecting attitudes - Positive attitude – Advantages –Negative attitude- Disadvantages - Ways to develop positive attitude - Differences between personalities having positive and negative attitude. Concept of motivation - Significance – Internal and external motives - Importance of self- motivation- Factors leading to demotivation

UNIT III Self-esteem Term self-esteem - Symptoms - Advantages - Do's and Don'ts to develop positive self-esteem – Low self esteem - Symptoms - Personality having low self esteem - Positive and negative self esteem. Interpersonal Relationships – Defining the difference between aggressive, submissive and assertive behaviours - Lateral thinking.

UNIT IV Other Aspects of Personality Development Body language - Problem-solving - Conflict and Stress Management - Decision-making skills - Leadership and qualities of a successful leader – Character building -Team-work – Time management - Work ethics –Good manners and etiquette.

UNIT V Employability Quotient Resume building- The art of participating in Group Discussion – Facing the Personal (HR & Technical) Interview -Frequently Asked Questions - Mock Interview Sessions.

SOFT SKILL DEVELOPMENT

SYLLABUS

Unit 1: Introduction to Soft Skills

Unit 2: Communication Skills

Unit 3: Presentation Skills Unit

Unit 4: Time Management Skills

Unit 5: Body Language & Etiquettes

Unit 6: Group Discussion & Interview Skills

Unit 7: Preparation of CV

Unit 8: Emotional Intelligence Skills

Unit 9: Life Skills

Unit 9: Presentation on Soft Skills