

CERTIFICATE COURSE IN PERSONALITY DEVELOPMENT:

This course covers various dimensions and importance of effective personality. It helps understand personality traits and formation and vital contribution in the world of business. Also the course makes the students aware about the various dynamics of personality development.

The course aims to cause a basic awareness about the significance of soft skills in professional and inter-personal communications and facilitate an all-round development of personality. Hard or technical skills help securing a basic position in one's life and career.

But only soft skills can ensure a person retain it, climb further, reach a pinnacle, achieve excellence, and derive fulfilment and supreme joy. Soft skills comprise pleasant and appealing personality traits as self-confidence, positive attitude, emotional intelligence, social grace, flexibility, friendliness and effective communication skills.

Purpose:

- To enhance the holistic development of students
- To develop the abilities to manage the stress
- To learn time management techniques
- To develop inter personal skills and be an effective goal oriented team player.
- To develop communication and problem solving skills

SYLLABUS FOR CERTIFICATE COURSE IN PERSONALITY DEVELOPMENT

Module 1: Concept of Personality Development –

Self Analysis- SWOT analysis – Importance of Self Confidence, Self esteem.
Attitude – types of Attitude – Importance of Positive Attitude – Positive Attitude v/s
Negative Attitude; Goal Setting – Concepts of Goal – significance of goal setting – obstacles
in goal setting; Factors of motivation, self talk, Intrinsic and Extrinsic motivators

Module 2: Stress Management - Stress Management – Sources of Stress – measures to manage Stress – Principles of Stress Management, Mental Health. Problem Solving - Ideas in Problem Solving – Inquisitiveness – Broad Mindedness

Module 3: Time Management – Techniques of Time Management; Self Confidence, Self Esteem, Self-Actualisation; Socialisation – Friendliness; Health and Hygiene – Mental Health - affecting Mental Health: Anxiety, Frustration and Conflict; Critical Thinking; Case Study.

Module 4: Creativity – Elements of Creativity – Innovation – Factors influencing creativity – Techniques of Creativity: Brainstorming and Attributes Listing; Body Language – Effects of Body Language – Postures and its importance; Emotional Intelligence – elements of Emotional Intelligence; Conflict Management; Team Building;