

**SYLLABUS**  
For  
**PERSONALITY DEVELOPMENT**

**Audit Course (Value added)**



**Session: 2022-2023**

**(Semester III)**

**The Heritage Institution**

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## PERSONALITY DEVELOPMENT PROGRAMME

**Course Title: Personality Development**

**Nature of course: Audit Course ( Value added)**

**Course duration: 30 hours**

**Course intended for: Sem. III students**

**Course credits: 2 (For Credit based Continuous Evaluation Grading System)**

**Course Code: SECP-3512**

### PURPOSE

To enhance holistic development of students and improve their employability skills.

### INSTRUCTIONAL OBJECTIVES

- To re-engineer attitude and understand its influence on behaviour.
- To develop inter-personal skills and be an effective goal-oriented team player.
- To develop communication and problem solving skills.
- To develop professionals with idealistic, practical and moral values.

### CURRICULUM

**Course credits-2**

**Total Contact Hours-30**

MODULE	TITLE	HOURS
1.	Positive Thinking & Attitude	2
2.	Self Analysis & Self Confidence	2
3.	Communication Skills	10
	<ul style="list-style-type: none"><li>• Basic Communication Skills</li><li>• Body Language</li><li>• Interview Skills</li><li>• Résumé Writing</li><li>• Group Discussion</li><li>• Telephone and E-mail etiquette</li><li>• Public Speaking</li></ul>	
4.	Time Management	2
5.	Stress and Conflict Management	2
6.	Physical Fitness and Personal Grooming	2
7.	Appropriateness of Apparel	2
8.	Social Etiquette	2
9.	Decision Making process & Problem Solving Skills	5
	<ul style="list-style-type: none"><li>• Leadership Skills</li><li>• Goal Setting</li><li>• Motivation</li></ul>	
10.	Closure	1

## **Examination**

1. Total marks of the course will be 25 (Final Examination: 20 Marks; Internal Assessment: 5Marks)
2. The pattern of the final examination will be multiple choice questions. 20 multiple choice type questions will be set. Each question will carry 1 mark (20 X 1 = 20). The student will have to attempt all the questions. Total time allotted will be 1 hour.
3. Internal Assessment will consist of Attendance: 2 Marks, Internal: 3 Marks.( Total Internal Assessment:5 Marks)

## **SYLLABUS**

### **MODULE 1: Positive Thinking & Attitude**

- Factors Influencing Attitude
- Essentials to develop Positive Attitude
- Challenges & Lessons from Attitude

### **MODULE 2: Self Analysis & Self Confidence**

- Who am I
- Importance of Self Confidence
- SWOT Analysis

### **MODULE 3: Communication Skills**

#### **(i) Basic Communication Skills**

- Speaking Skills
- Listening Skills
- Presentation Skills

#### **(ii) Body Language**

- Forms of Non-Verbal Communication
- Interpreting Body Language clues
- Effective use of Body Language

#### **(iii) Interview Skills**

- Type of Interviews
- Ensuring success in job interviews
- Appropriate use of Non-verbal Communication

#### **(iv) Résumé Writing**

- Features
- Different types of Résumés for Different Posts

#### **(v) Group Discussion**

- Differences between Group Discussion and Debate
- Importance of Group Discussion

- Group Decision
- Ensuring Success in Group Discussions

**(vi) Telephone & E-mail Etiquette**

- Telephone etiquette
- E-mail etiquette

**(vii) Public Speaking**

- Introductory Speech
- Informative Speech
- Persuasive Speech
- Extempore Session

**MODULE 4: Time Management**

- Importance of Time Management
- Values & Beliefs
- Goals and Benchmarks – The Ladders of Success
- Managing Projects and Commitments
- Prioritizing your To-do's
- Getting the results you need

**MODULE 5: Stress & Conflict Management**

- Introduction to Stress
- Types of Stressors
- Small Changes and Large Rewards
- Stress Prevention
- Overcoming Unhealthy Worry
- Stress at Home and Workplace
- Dealing with Frustration and Anger
- Stress reducing Exercises
- Understanding Conflicts
- Violent and Non-violent Conflicts
- Source of Conflict
- Structural and Cultural Violence

**MODULE 6: Physical Fitness and Personal Grooming**

- Fitness and Exercise
- Balanced & Healthy Diet
- Skin Care & Hair Care
- Make-up Skills

**MODULE 7: Appropriateness of Apparel**

- Apparel & Personality
- Psycho-social aspects of Apparel
- Style-tips for smart dressing & effective use of design elements

## **MODULE 8: Social Etiquette**

- Civic Sense
- Workplace Skills
- Meeting and greeting people
- Table Setting and Table Manners

## **MODULE 9: Decision Making Process and Problem Solving Skills**

- Anatomy of a Decision
- How to use Problem solving steps and Problem solving tools
- How to distinguish root causes from symptoms to identify right solution for right problems
- How to improve Problem solving and Decision making by identifying individual problem solving styles
- The Creative process for making decisions
- Tools to improve creativity
- Implementing the Decision – Wrap up

### **(i) Leadership Skills**

- Handling Peer Pressure and Bullies
- Team Work
- Decision Making
- Taking initiatives

### **(ii) Goal Setting**

- Wish List
- SMART Goals
- Blueprint for Success
- Short-term, Long-term, Life-term Goals

### **(iii) Motivation**

- Factors of motivation
- Self Talk
- Intrinsic & Extrinsic Motivators

## **Books Recommended**

1. Rossi, P. (2011). *Everyday Etiquette: How to navigate 101 common and uncommon social situations*. St Martins Pr.
2. Pietrzak, T., & Fraum, M. (2005). *Building career success skills*. ASTD Press.
3. Treffinger, D.J., Isaksen, S.G., & Brian, K. (2005). *Creative problem solving: An Introduction*.
4. Carr, A. (2004). *Positive Psychology: The science of happiness and human strengths*. Burnner-Routledge.
5. Oberg, B.C. (1994). *Speech craft: An Introduction to public speaking*. Meriwether Publishing.