

SYLLABUS
For
PERSONALITY DEVELOPMENT

Audit Course (Value added)



Session: 2020-2021

(Semester III)

The Heritage Institution

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(Autonomous)

PERSONALITY DEVELOPMENT PROGRAMME

Course Title: Personality Development

Nature of course: Audit Course (Value added)

Course duration: 30 hours

Course intended for: Sem. III students of all streams (UG Only)

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">• Basic Communication Skills• Body Language• Interview Skills• Résumé Writing• Group Discussion• Telephone and E-mail etiquette• Public Speaking	
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 <ul style="list-style-type: none">• Leadership Skills• Goal Setting• Motivation	5
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-Routlrdge.
5. Oberg, B.C. (1994). *Speech craft: An Introduction to public speaking*. Meriwether Publishing.