

COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT

ADD-ON COURSE

(THIRD YEAR)

Module 1: Personality- The Introduction

Personality meaning, determinants- physical, intellectual, emotional, cultural

Traits of personality, importance of personality development.

Module 2: Personality Development

Grooming, dress code, do's and don'ts, Social etiquettes, self confidence.

Module 3: Self Analysis

SWOT analysis, Creative thinking, Goal Setting, time management, prioritizing work

Module 4 : Communication and its Importance

Definition, process, and different types of communication

Resume Writing, letter writing, report writing, article writing and Creative writing

Module 5 : Leadership as a process

Group discussions, working in a team, class participation. Learning How to face personal interview.