

# **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.