
SOP & GUIDELINES

PERSONALITY DEVELOPMENT CLASSES

(VALUE ADDED COURSE)

DURATION: 30 HOURS

PROGRAM AIM & OBJECTIVES

AIM:

- The training module is aimed at the promotion of the strategies for the personality development of the students

OBJECTIVES:

- The objective of the program is to bring about Personality Development with regard to different behavioral dimensions that have far reaching significance in the direction or organizational effectiveness.
- To help student develop Hard or Technical Skills which will help them securing a basic position in their life and career.
- To develop core skills for development of self.

PROGRAM STRUCTURE OVERVIEW

Sr. No.	Content/Topic	Time Allotted (Hrs)
1	Introduction to Personality Development	7
2	Self Development & Goal Setting	9
3	Interpersonal Skills & Stress Management	7
4	Time Management & Work Ethics- Good Manners & Etiquettes	7
	Total	30

Broad Area: Self Development | Interpersonal Skills | Work Ethics | Stress & Time Management

TOPIC-I

Hours Allotted: 7 Hours

INTRODUCTION TO PERSONALITY DEVELOPMENT

1. The concept of Personality
2. Significance of Personality Development
3. What is Success & Failure?
4. Hurdles in Achieving Success
5. Overcoming Hurdles
6. Factors responsible for success
7. Causes of Failure

TOPIC-II

Hours Allotted: 9 Hours

SELF DEVELOPMENT & GOAL SETTING

1. Self Awareness – Meaning, Improving Self Awareness, Habits, Will Power & drives
2. SWOT Analysis
3. Self Esteem & Self Confidence – Advantages, Do's & Don'ts to develop positive self esteem, Significance of Self-Discipline
4. Concept of Attitude – Types of Attitude – Ways to develop Positive attitude
5. Goal Setting- Meaning of Goal & Goal Setting – Short, Medium & Long Term Goals, Steps for Setting Goals – SMART Goals
6. Life & Career Planning

TOPIC-III

Hours Allotted: 7 Hours

INTERPERSONAL SKILLS & STRESS MANAGEMENT

1. Interpersonal Skills – Meaning of Interpersonal Skills, Need to develop Interpersonal Skills
2. Leadership Skills
3. Public Speaking Skills
4. Decision Making Skills
5. Creative Thinking – Meaning of Creativity, Steps to stimulate creativity, Barriers to Creativity
6. Stress Management – Meaning of Stress, Factors causing stress, Types of Stress, Overcoming Stress

TOPIC-IV

Hours Allotted: 7 Hours

TIME MANAGEMENT & WORK ETHICS

1. Time Management – What & Why of Time Management, Necessity & Benefits of Time Management
2. Tools of Time Management – How to manage time wisely – Identify important time wasters
3. Work Ethics – What & Why of Work Ethics
4. Work Etiquettes – Importance, What are different etiquettes in professional environment
5. Employability Quotient – The art of participating in Group Discussion, Psychometric Analysis, Acing the Interview

TESTING TOOLS/ASSIGNMENTS

1. SWOT Analysis
2. Extempore
3. Team Building Exercise
4. Mock Group Discussion