

UNDERGRADUATE CERTIFICATE COURSE

Course – PERSONALITY DEVELOPMENT

Credits: 3 / Teaching Hours: 45 hrs (Theory = 15 + Practical = 30)

Introduction

This formation programme provides a space for the students to know themselves (know thyself) better and shape their personality with positive traits and multiple intelligence. The central focus of this formation programme is intra-personal development. The students will undergo intellectual and values-centered formation through which they will be able to: identify their own potentials and limitations; apply ethical and moral principles in personal and professional forefronts; and develop a positive outlook towards humanity.

Learning outcomes :

- To understand the scope of personality and its development.
- To develop core skills for development of self.
- To cultivate interpersonal skills for successful life.

Unit 01: INTRODUCTION TO PERSONALITY DEVELOPMENT

- Define Personality and determinants of Personality Development
- significant of personality development
- The concept of success and failure
- SWOT analysis and Goal setting

Unit 02: ATTITUDE

- Attitude - Concept -Significance -Factors affecting attitudes
- Ways to develop positive attitude,
- Developing Effective Habits,

Unit 03: SELF ESTEEM

- Term self-esteem – Symptom- Advantages
- Self-Assessment,
- Self-Appraisal & Self-development

Unit 04: INTERPERSONAL SKILLS

- Hard skills and soft skills
- Mind Mapping,
- Competency Mapping & 360 Degree Assessment,
- Social empathy and Interpersonal Relationship
- Effective Communication & Its key aspects

Unit 05: OTHER ASPECTS OF PERSONALITY DEVELOPMENT

- Understanding Body language
- Stress Management
- Time management
- Good manners & Etiquettes

References -

Personality Development, Hurlock Elizabeth B, Tata Mcgraw Hill, New Delhi

Understanding Psychology - Robert S Feldman, Tata McGraw Hill Publishing

Personality Development and Career management - R.M.Onkar, S Chand Publications

Social Psychology - Robert S Feldman, Tata McGraw Hill Publishing

Basics Management Skills For All - Mcgrath Eh, Printish Hall Of India Pvt Ltd, New Delhi

Developing Managerial Skills – Wehtlel David A and Kin S Kemerron, Pearson Education New Delhi.

Essentials of Business Communication - Rajendra Pal and J. S. Korlhalli, Sultan Chand & Sons, New Delhi.

Business Communication (Principles, Methods and Techniques) - Nirmal Singh, Deep & Deep Publications Pvt. Ltd., New Delhi

Effective Business Communication – H.Murphy.

Body Language. Smith, B ,Delhi: Rohan Book Company. 2004

Seven Habits Of Highly Effective People – Stephen Covey

Pattern of Examination

Weightage :- - Theory – 15% Practical – 30%

Syllabus prepared by

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