



GOVERNMENT COLLEGE BARAN (RAJASTHAN)

VALUE ADDED COURSE

COURSE CODE-GCB/VAC/PDT

CONTACT HOURS- 30

PERSONALITY DEVELOPMENT

COURSE OBJECTIVE: The objective of this course is to build self-confidence, enhance self-esteem and improve overall personality of the participants. The programme aims at grooming the participants through sensitizing them about proper behaviour, socially and professionally, in formal and informal circumstances.

COURSE OUTCOME: Participants will present themselves in a better way and leave positive impact. They will understand the importance of leaving a good impression, identify their strengths and weaknesses to start building a pleasing and confident personality. Students will learn to imbibe the right body language so that they are prepared for a professional environment. It will improve their public speaking with confidence.

LEARNING OUTCOMES: Students will improve- Self-Development Skills, Interpersonal Skills, Thinking and Problem-Solving Skills, Personality and image building, Right Body Language, Effective Communications.

EVALUATION- Class room presentation, Group Discussions, Oral Tests/ Viva.

CREDIT-0

DISCIPLINE- OPEN TO ALL

COURSE CONTENTS

Module I: Personality: Aspects of Personality Development, types of personalities, Body language, Conflict and Its resolution, Decision-making skills, Leadership and qualities of a successful leader, Character building, Team-work, Work ethics, Good manners and etiquette

Module II: Attitude & Motivation: Attitude -Concept, Significance, Factors affecting attitudes, Positive attitude vs Negative attitude, Advantages & Disadvantages - Ways to develop positive attitude - Concept of motivation - Significance – Internal and external motives - Importance of self- motivation- Factors leading to de-motivation

Module III: Introduction to Communication, Flow of Communication, Listening, Barriers of Communication, how to overcome barriers of communication,

Module IV: Time management - Time as a Resource, Identify Important Time Management Wasters, Individual Time Management Styles, Techniques for better Time Management. Stress management- Introduction, Causes of Stress, Impact, Managing Stress.

REFERENCE BOOKS: 1. “Personality Development and Soft Skills” by Barun Mitra 2. “Personality Development” by Swami Vivekananda 3. “The Power of your Subconscious Mind” by Joseph Murphy 4. 7 habits of Highly Effective People by Stephen Covey.