



SUBJECT: Personality and Soft Skills Development
TITLE: Personality and Soft Skills Development

Semester: III	Credits: 2	Subject Code: ACS22001	Lectures: 30
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Course Outcomes:

At the end of this course, the learner will be able to:

- State the significance of understanding, working on the “Self” and Increase awareness by exploring their balance of life, priorities and their intended goals.
- Recognize how team building is nurtured and express how happiness is related to a life of fulfillment.
- Recognize the manner in which we can build a positive attitude and describe various aspects of being a good listener.
- Explain and identify how to carry their personality in the corporate world with competency.

Unit 1:Self-Management

**7.5
Hours**

- Self-Awareness-Introspection
Concept, Skills, advantages and disadvantages
- Self-Assessment- SWOC Analysis
Concept, Types, advantages and disadvantages
- Self-Development
Concept, Scope, Process
- Time Management
Concept , Importance and Techniques

Self Management: <https://www.youtube.com/watch?v=XtU7ekJRHRg>

Self Awareness: <https://www.youtube.com/watch?v=o4d8UNDeKuE>

<https://www.youtube.com/watch?v=uyQIx2p7Qe8>

<https://www.youtube.com/watch?v=tGdsOXZpyWE>

Time Management: <https://www.youtube.com/watch?v=XltR4CtpgK0>

<https://www.youtube.com/watch?v=JPnJ84h3nlc>

Additional video: https://www.youtube.com/watch?v=op_jwGT6Bvc - Time management tips for students and working - 13.11 min

One Quiz – 30 min



Unit 2: Corporate Etiquettes

7.5
Hours

- Business Etiquette
- Online Meeting Etiquette
- Social Media Etiquette
- Dressing Etiquette
- Email Etiquette
- Telephone Etiquette

<https://youtu.be/tRwNHtQpJGg> - Business Etiquette 20 minutes Video

<https://www.youtube.com/watch?v=NqlfZOPMqjA> - 32 minutes Video
Additional video

https://www.ted.com/talks/crystal_abidin_on_internet_culture_and_social_media
- 17 minutes.

One Quiz – 30 minutes

Unit 3: Developing Positive Personality Traits

7.5
Hours

Attitude, Components of Attitude, Functions of Attitude, Factors that determine Attitude, Positive Attitude, Benefits of Positive Attitude, Negative Attitude, Causes and Consequences of Negative Attitude, Steps to build Positive Attitude

Personality Formation

Listening Skills, Listening Vs. Hearing, Types, of listening, Importance of listening, Advantages of listening, verbal and non-verbal signs of active listening, Barriers to Listening, Guidelines for effective listening.

Attitude for success by Shiv Khara <https://www.youtube.com/watch?v=d2-YvET2LGs> 7.37 minutes

Change your Attitude <https://www.youtube.com/watch?v=O5BnO1VbDbk> 8 minutes

Attitude is everything <https://www.youtube.com/watch?v=qk1Bj58N6Pc> 15 minutes

Fixing 10 shades of negative attitude by Sister Shivani
https://www.youtube.com/watch?v=GJYJ_F-ISfw 30 minutes

The power of Listening <https://youtu.be/saXfavo1OQo> 16 minutes

How to improve Listening Skills <https://youtu.be/Y9LBUf1NzU0> 49 minutes

Unit 4: Team Building and Happiness

**7.5
Hours**

TEAM BUILDING:

- Concept of Team Building
- Process of Team Building
- Benefits of Team Building
- Essentials of Effective Teams

HAPPINESS:

- Nature of Happiness
- Physiological Changes related to Happiness
- Correlates of Happiness
- Spread of Happiness

Video Links

1) Video on Leadership in Team Building

https://www.youtube.com/watch?v=BTWWq_1wJWE

2) Simon Sinek on Trusting Teams

<https://www.youtube.com/watch?v=W5qQJhe7sLE>

3) Simon Sinek on How to make your life a success

<https://www.youtube.com/watch?v=K6IFaXghzK0>

4) Ted Talk On Happiness

<https://www.youtube.com/watch?v=9DtcSCFwDdw>

Additional Videos

32 minutes

Team Building Activities <https://youtu.be/jn9JL2L1Ung>

TEDxKlangenfurt talk on Why we're Unhappy-the Expectation Gap by Nat Ware

<https://youtu.be/9KiUq8i9pbE>

What happiness is? Hedonic or Eudaimonic? <https://youtu.be/PdRE6-mJrYY>

Recommended Text Books:

1. Santosh Sharma, Personality Development , Thakur Publication, 2016



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Reference Books:

2. Peter Drucker, Managing Oneself by, Harvard Business Review Press; First edition (7 January 2008)
3. Stephen Covey, Seven Habits of Highly Effective People, Simon & Schuster; 12th edition (1 January 2019)
4. Dada J.P. Vaswani, Management Moment by Moment, Sterling Paperbacks, New Delhi, 2008
5. Anjani Sethi and Bhavna Adhikari, Business Communication, McGraw Hill Education (13 July 2009)
6. Deutsche Bank - Training Manual on Etiquette
7. Santosh Sharma, Personality Development, Thakur Publication, 2016
8. Dada J.P. Vaswani, It's all a matter of Attitude Gita Publishing House, Second Edition
9. C B Gupta, Management Theory and Practices-Sultan Chand and Sons, 2014
10. Manage your mind - Gillian Butler, Nick Grey and Tony Hope, Oxford University Press 2018 edition
11. Alka Wadkar, Life Skills for Success. Sage Publication 2016.



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