

Personality and Soft Skills Development
Personality and Soft Skills Development
[SEC]

Semester: II	CREDITS: 2	Subject Code: ADBB2201	Lectures: 30
---------------------	-------------------	-------------------------------	---------------------

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
<ul style="list-style-type: none">● 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 <p>Self Management: https://www.youtube.com/watch?v=XtU7ekJRHRg</p> <p>Self Awareness: https://www.youtube.com/watch?v=o4d8UNDeKuE</p> <p>https://www.youtube.com/watch?v=uyQIx2p7Qe8</p> <p>https://www.youtube.com/watch?v=tGdsOXZpyWE</p> <p>Time Management: https://www.youtube.com/watch?v=XltR4CtpgK0</p>	

Board Of Studies	Name	Signature
Chairperson (HoD)	Mrs Stella Ambrose	<i>S. Ambrose</i>

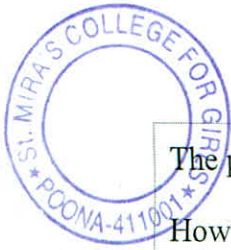


https://www.youtube.com/watch?v=JPnJ84h3nlc	
---	--

Unit 2: Corporate Etiquettes	7.5 Hours
<p>Corporate Etiquettes</p> <ul style="list-style-type: none"> ● Business Etiquette ● Online Meeting Etiquette ● Social Media Etiquette ● Dressing Etiquette ● Email Etiquette ● Telephone Etiquette <p>https://youtu.be/tRwNHtQpJGg - Business Etiquette 20 minutes Video https://www.youtube.com/watch?v=NqlfZOPMqjA - 32 minutes Video</p>	

Unit 3: Developing Positive Personality Traits	7.5 Hours
<ul style="list-style-type: none"> ● Developing Positive Personality Traits <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ 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. <p>Attitude for success by Shiv Khera https://www.youtube.com/watch?v=d2-YvET2LGs 7.37 minutes</p> <p>Change your Attitude https://www.youtube.com/watch?v=O5BnO1VbDbk 8 minutes</p> <p>Attitude is everything https://www.youtube.com/watch?v=qk1Bj58N6Pc 15 minutes</p> <p>Fixing 10 shades of negative attitude by Sister Shivani https://www.youtube.com/watch?v=GJYJ_F-ISfw 30 minutes</p>	

Board Of Studies	Name	Signature
Chairperson (HoD)	Mrs Stella Ambrose	<i>S. Ambrose</i>



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

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

TEAM BUILDING:

**7.5
Hours**

- 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>

Recommended Text Books:

- Santosh Sharma, *Personality Development*, Thakur Publication, 2016

Reference Books:

- Peter Drucker, *Managing Oneself* by, Harvard Business Review Press; First

Board Of Studies	Name	Signature
Chairperson (HoD)	Mrs Stella Ambrose	



edition (7 January 2008)

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

Board Of Studies	Name	Signature
Chairperson (HoD)	Mrs Stella Ambrose	