

POST GRADUATE DEPARTMENT OF COMMERCE & MANAGEMENT

ADD-ON COURSE 2024

PROGRAMME: CERTIFICATE IN PERSONALITY AND CAREER DEVELOPMENT

PROGRAMME CODE: PGDCM-2406

Number of Teaching Hours: 30

Course Objectives:

1. To reshape attitudes and understand their impact on behavior.
2. To enhance interpersonal skills and foster effective teamwork with a goal-oriented approach.
3. To improve communication and problem-solving abilities.
4. To cultivate professionals who embody idealism, practical skills, and strong moral values.

Module 1: Positive Thinking & Attitude, Self-Analysis, SWOT Analysis (5 Hours)

- Factors Influencing Attitude, Essentials to develop Positive Attitude, Challenges & lessons from Attitude
- Importance of Self Confidence, SWOT Analysis

Module 2: Communication Skill and Time Management (8 Hours)

- **Basic Communication Skills:** Speaking skills, Listening skills, Presentation skills
- **Body Language:** Forms of Non-Verbal Communication, Interpreting body Language clues, Effective use of body language.
- **Interview Skills:** Type of Interviews, Ensuring success in job interviews, Appropriate use of Non-verbal Communication
- **Public Speaking:** Introductory speech, Informative speech, Persuasive speech, Extempore session
- **Time Management:** Importance of time management, Goals and benchmarks.

Module 3: Stress & Conflict Management (6 Hours)

- Introduction to stress, Types of stressors, Stress prevention, overcoming unhealthy worry, Dealing with frustration and anger, Understanding conflicts, Violent and Non-violent conflicts, Source of conflict, Structural and cultural violence

Module 4: Appropriateness of Apparel and Social Etiquette (5 Hours)

- Apparel & Personality, Psycho-social aspects of apparel
- Social Etiquette, Civic Sense, Workplace skills, Meeting and greeting people, Table manners.

Module 5: Problem Solving Skills (6 Hours)

- **Leadership Skills:** Handling peer pressure and bullies, Teamwork, Decision making, Taking initiatives
- **Goal Setting:** Wish list, SMART goals, Short-term, Long-term, Life-term Goals
- **Motivation:** Factors of motivation, Self-talk, Intrinsic & extrinsic motivators

COURSE OUTCOMES

1. Recognizing the importance of positive thinking and attitude and incorporating them into daily life.
2. Boosting self-confidence and assessing their own capabilities.
3. Developing effective communication skills for clear self-expression.
4. Managing time efficiently to reduce stress and improve productivity.
5. Enhancing their personality through physical grooming and fitness.
6. Understanding design principles and selecting appropriate apparel.
7. Applying social etiquette in everyday interactions and behavior.
8. Strengthening decision-making and leadership skills to excel in personal and professional contexts.

Reference Books:

1. Rossi, P.(2011).Everyday Etiquette: How to navigate 101 common and uncommon social situations. St Martins Pr.
2. Pietrzak, T.,& Fraum, M. (2005). Building career success skills. ASTD Press.
3. Treffinger, D.J., Isaksen, S.G., & Brian, K. (2005). Creative problem solving: An Introduction.
4. Carr, A. (2004) Positive Psychology: The science of happiness and human strengths. Burnner-Routlrde.
5. Oberg, B.C. (1994) Speech craft: An Introduction to public speaking. Meriwether Publishing