

Personality Development Program

Overview: Young adults today are under tremendous pressure in order to carve out a niche for survival in life. They are subjected to fierce competitions with peers not only in academics, but also in job hunting and establishing careers. It has long been felt that besides prescribed curricula, our students must be given additional training in relevant aspects so designed to widen their outlook and perspectives.

Accordingly, a student-centric module on ‘Personality Development Programme (PDP)’ is innovated to train our students, keeping in mind that the programme should be simple to manage, but rich in content and values. It is designed for 40 hours. The goals are to -

- develop life-skills and enhance potential of students
- enrich mind-sets of students towards establishing their own career

Content:

| S.NO | MODULE | No. of hours |
|------|--|--------------|
| 1. | Communication skills (Overview , importance , process) | 3 |
| 2. | Speech Structuring : Speaking activity (panel discussion , product lunch) | 2 |
| 3. | Nonverbal Language : Importance Body language , Intonation , Paralinguistic (kinesics , Proxemics , Haptics & Chromatics) | 2 |
| 4 | Self-Analysis & Interpersonal skills: MBTI and other personality test. Suggested Activities & Games: (i) I Am (ii) Flip (iii) A Letter to Yourself, (iv) Card Pieces, (v) Blindfold Game, (vi) Crazy Comic. | 4 |
| 5. | Presentation skills: Purpose, Elements, Designing & Delivery of Presentation. How to prepare for a formal presentation, Presentation Exercises a) Welcome speech, c) Farewell Speech, d) Vote of thanks etc. Suggested Activities & Games: (i) Stand Up for Fillers, (ii) Mimes, (iii) Short Speech Challenge | 4 |
| 6. | Leadership & Team Building skills Importance, How to develop Leadership Skills? Best Leadership & Team Building Examples. Suggested Activities & Exercises: (i) Leadership Pizza, (ii) Minefield, (iii) Leaders You Admire. | 3 |

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| 7. | Online Profiling & Social Media Ethics : Social Media ethics and etiquette, Do's & Don'ts, LinkedIn Profile Development, Example Sharing, Feedback Sharing & Error Analysis. | 4 |
| 8. | Etiquette : Social & Telephone etiquette (activity based) | 3 |
| 9 | Group Discussion: Importance, Do's & Don'ts, Personality Traits, Tips and Strategies, Types of Group Discussions. Suggested Exercises, Games & Activities: Mock Group Discussions (on basic topics), with feedback sharing | 4 |
| 10 | Personal Interview: Importance, Do's & Don'ts, Personality Interview, Tips and Strategies, Etiquette Rules. Suggested Exercises, Games & Activities: Mock Personal Interviews (contd.) with feedback sharing and error analysis. | 4 |
| 11. | Employability skills & CV writing: What Skills Do Employers Expect From Graduates? CV vs. Resume, CV writing Do's & Don'ts, Tips with Best Examples/ Samples, Feedback Sharing & Error Analysis. Suggested Activities & Exercises: (i) Relevant Videos on 'Employability', (ii) Group Discussions on Newspaper Articles, (iii) Sample correction, (iv) writing exercise. | 5 |
| 12. | Personality Development : Attitude (Positive , negative) , SWOT analysis , Time management , Anger management | 2 |