

PERSONALITY DEVELOPMENT

Sem	Sub Code	Category	Lecture		Theory		Practical	Credits
			Hrs P/W	Hrs P/Sem	Hrs P/W	Hrs P/Sem		
V		Skill Based – III	2	30	2	30	-	2

COURSE OBJECTIVES:

- To help the students develop team building skills, interpersonal skills, decision Making skills and communicate effectively.
- To possess knowledge of Self-Management, Time Management, Stress Management and Leadership skills

COURSE OUTCOMES:

On the successful completion of the course students will be able to,

CO Number	CO Statement	Knowledge Level (K1-K5)
CO1	To understand and improve communication, interaction and presentation of ideas.	K1
CO2	Understand the importance of personality development.	K2
CO3	Apply the conceptual understanding of effective social interaction into every day situations.	K3

CO4	Recognize and operate in various roles without difficulty.	K4
CO5	Face life positively and blossom into a successful person.	K5

MAPPING WITH PROGRAMME OUTCOMES:

COS	PO1	PO2	PO3	PO4	PO5
CO1	S	M	S	S	S
CO2	S	S	M	M	M
CO3	S	S	S	M	M
CO4	S	M	M	S	S
CO5	M	S	M	S	S

S-Strong M-Medium

SYLLABUS

UNIT- I

6 hrs

Self-Assessment

Self-evaluation

Self-discipline

Self-Appraisal

Self-Awareness

Self-criticism

Self-Esteem

Positive thinking

Thoughtfulness and responsible approach

Perceptions and Attitudes
Values and Belief Systems
General Etiquette

UNIT - II

6 hrs

Meaning of Interpersonal Skills
Need to develop Interpersonal Skills
Components of Interpersonal Skills
Techniques required improving skills benefits of effect Interpersonal Skills

UNIT – III

6 hrs

Introduction
Stress in Today's Time
Identifying the Stress Source
Signs of Stress
Ways to Cope With Stress
Healthier Ways to Deal with Stress
Time Management
Work Smart/ job readiness
Decision Taking

UNIT – IV

6 hrs

- Definition of Communication
- Types of Communication
- Importance of Communication
- Barriers to Communication
- Overcoming barriers to Communication

UNIT – V

6 hrs

- Concept of Leadership

- Theories of Leadership
- Leadership Ethics
- Leadership Development
- Public speaking

Total No. of Hrs:30

TEACHING METHODOLOGY

- Classroom Lectures
- PowerPoint Presentation
- Seminars
- Assignments
- Test

TEXT BOOKS:

S. NO	AUTHOR	BOOK	PUBLICATION	YEAR
1	Francis Sounderaj	Basics Of Communication In English	MacMillan	2011
2	Das	An Introduction to Professional English And Soft Skills	Cambridge University Press	2009
3	Mathew, M.J.	Business Communication;	RBSA Publications,	2005
4	Meera & Mohan Krishna	Developing Communication Skills	MacMillan	2005
5	Meenaskshi Raman, Sangeetha Sharma	Technical Communication- Principles and Practice	Oxford University press	1990

BOOKS FOR REFERENCE :

S.NO	AUTHOR	BOOK	PUBLICATION	YEAR
1	V.Sasikumar, P. Kiranmai	A Course in Listening and Speaking	Cambridge University Press	2005
2	Booher	E-Writing -21 st century Tools for Effective Communication	MacMillan	2001
3	Taylor, Shirley	Communication of Business	Pearson Publications	2005
4	Doff, Adrian and Christopher Jones	Language in use	Cambridge University Press	2004
5	Freeman, Sarah	Written Communication	Orient Longman	1977
6	Rutherford A.J	Communication skills for Technical Communication – Principles and Practice	Oxford University Press	

WED SOURCES:

www.Investopedia.com

www.toastmaster.org

www.mindtools.com

www.extension.harvard.edu

www.forbes.com

www.adamendfroy.com

lifeskillsthatmatter.com

www.psychologytoday.com

www.helpguide.com

COURSE DESIGNER

1.J. Josephine Mary

Assistant Professor in English

2.R.Sarathy

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