SKILL BASED SUBJECT - III : PERSONALITY DEVELOPMENT AND SOFT SKILLS FOR BUSINESS

Sem	Subject code	Category	Lecture		Theory		Credit
			Total Hrs	Hrs per week	Total Hrs	Hrs per week	
V		Skill Based Subject - III	30	2	30	2	2

COURSE OBJECTIVE:

1. The Course is aimed at equipping the students with the necessary concepts of personality development and soft skills of communication to inform others and to inspire and motivate them to get their cooperation in the performance of their jobs.
2. Students learn Leadership role, Inter personal behavior, Interpersonal skills and managing time.

COURSE OUTCOMES:

On Successful completion Of the Course the student will be able:

CO Number	CO Statement	Knowledge level (K1-K4)
CO1	To understand the basis of personality	**K2**
CO2	To understand personality traits and its application in corporate sector	**K2**
CO3	To provide the ideas about the interpersonal behavior	**K3**
CO4	To understand the self esteem of the individual	**K3**
CO5	To make the students aware about dimensions of interpersonal skills	**K3**

MAPPING WITH PROGRAMME OUTCOMES

COS	PO1	PO2	PO3	PO4	PO5	PO6
CO1	S	M	S	M	S	S
CO2	M	S	S	M	S	M
CO3	S	S	M	S	S	S
CO4	M	S	S	M	S	M
CO5	S	S	S	S	M	S

S – Strong; **M – Medium;** **L – Low**

UNIT-I   INTRODUCTION   6 hrs

Personality: Introduction - Categories of Personality - Importance of Self Image - How to Identify the Personality Type - Factors Affecting Personality Development - The Role of These Factors in Contributing to Personality Development

UNIT- II   INTERPERSONAL BEHAVIOUR   5 hrs

Understand Self Different Categories - Effect of Interpersonal Behavior of Interpersonal Relationship - Transactional Analysis – An explanation - Open Self Personality – How do we develop it.

UNIT – III   INTERPERSONAL SKILLS   5 hrs

Interpersonal skills: Meaning of Interpersonal skills – Need to develop interpersonal skills – components of interpersonal skills – Techniques required to improve skills – Benefits of effective interpersonal skills.

UNIT – IV   TIME   MANAGEMENT   **9 hrs**

Concept and Applications of time management: Recognizing the importance of time - Causes for wastage of time – Methods for managing time efficiently.

Presentation skills: Preparing for effective presentations, presentation for small groups and large groups, marketing and business presentations.

UNIT- V   LEADERSHIP   **5 hrs**

Leadership: Role and functions of a good leader – Criticality of Team leadership – Traits of leadership – Leadership Styles – Leadership theories (managerial grid) – 10X Leadership.

Distribution of marks: Theory 100% and problem 0%

Text Books:

S.NO	Authors	Title	Publishers	Year of publication
1	Vikas	Life Skills Manual	Member Secretary and Executive Director,Karnataka	2010
2	Manika Ghosh	Positivity – A Way of Life	Orient Blackswan Pvt Ltd	2011
3	Rajiv Mishra	Personalityand Development	Rupa & Co	2007

Reference Books:

S.NO	Authors	Title	Publishers	Year of publication

1	Shikha Kapoor	Personality Development and Soft Skills	Dreamtech Press	2020
2	Barun K.Mitra	Personality Development and Soft Skills	Oxford University Press	2016
3	Sourav Das	The Personality Development Book	Sourav Sir's Classes	2016

TEACHING METHODOLOGY :

1. Chalk & Talk
2. Lecture
3. Seminar
4. Assignment
5. Chart preparation
6. PPT
7. Group Discussion
8. You tube class
9. Case study
10. Role play

SYLLABUS DESIGNER:

Dr. E. Veronica, Assistant Professor, Department of Management Studies, D.K.M College for Women.

V.S.Palaniammal, Assistant professor & Head of the department , Department of Management studies, D.K.M College for women, Vellore