

Loknete Dr. Balasaheb Vikhe Patil (Padmabhushan Awardee)

Pravara Rural Education Society's

Arts, Commerce and Science College Alkuti

Department of English

Syllabus

CERTIFICATE COURSE IN PERSONALITY DEVELOPMENT

The Certificate Course in Personality Development focuses on students 'environmental factors, family background, financial conditions, genetic factors, situations and circumstances. It is a process of developing and enhancing student's personality. It helps an individual to gain confidence and self-esteem. It also helps to develop a positive impact on student's communication skills. It reduces stress and conflicts among the students. It encourages students to look at the brighter sides of life even in the worst situations. By doing so, students are capable to develop a positive attitude in life. It helps students to know their talents as well as their shortcomings. Communication skill is an important aspect of personality development that includes verbal and non-verbal expressions. Students are helped to participate in group discussion and various competitions at college and university levels so that they can improve their communication skills. The following points are taken into account during the course:

- Dress up well.
- Each person is unique.
- Learn social skills.
- Do not avoid social interactions.
- Know your positives.
- Get out of your comfort zone.
- Don't fear failure.
- Make yourself own.
- Effort and consistency.
- Don't give up.

❖ OBJECTIVES:

- To build self-confidence and self-esteem of the students.
- To sensitize them about proper behavior in formal and informal circumstances.
- To develop certain positive trends in personality.
- To develop skills and techniques necessary for effective communication.

Certificate Course in 'Personality Development'

❖ Program outcomes: (U.G.)

Sr. No.	Program	Objectives	Program Specific Outcome
1.	Certificate Course in Personality Development	<ol style="list-style-type: none">1. To build self-confidence and self-esteem of the students.2. To sensitize them about proper behavior in formal and informal circumstances.3. To develop certain positive trends in personality.4. To develop skills and techniques necessary for effective communication.	<ol style="list-style-type: none">1) Self-confidence and self-esteem of the students built.2) Become sensitized about proper behavior in formal and informal circumstances.3) Developed positive trends in their personality.4) Developed skills and techniques necessary for effective communication.

❖ COURSE CONTENT:

MODULE 1: I) Personality-Meaning

II) Types of Personality

III) Public Speaking

IV) Body Language

MODULE 2: V) Goal Setting

VI) Interview Technique

VI) Time Management

MODULE 3: VII) Leadership Skills

VIII) Group Discussion

IX) Positive Attitude

Assessment Criteria: 1) Module I - 10 Marks

2) Module II- 10 Marks

3) Module III- 10 Marks

4) Communication Skills -10 Marks

5) Oral (presentation) – 10 Marks