

Sant Gadge Baba Amravati University, Amravati.

Personality Development & Soft Skill

B.A., B.COM. AND B.SC. PART-I, SEMESTER-II

Syllabus for the generic open elective course

Objectives:

- To understand the scope of personality development and soft skill.
- Preparing the qualities that are important in the competitive era.
- To convince the students of the importance and importance of communication skills.

UNIT I: Self-Development Skills (6 hours)

- 1.1. Introduction to Personality**
- 1.2. Self-Esteem and Self-Confidence**
- 1.3. Thinking and Problem-Solving Skills**
- 1.4. Stress Management**
- 1.5. SWOT Analysis and Goal-Setting**

UNIT II: Interpersonal Skills (6 hours)

- 2.1. Hard Skills and Soft Skills**
- 2.2. Effective Communication**
- 2.3. Skills for a successful interview**
- 2.4. Leadership**
- 2.5. Social Empathy**

UNIT III - MOTIVATION (4 hours)

Factors of motivation,

Self talk,

Intrinsic & Extrinsic Motivators.

UNIT IV - GOAL SETTING (4 hours)

Wish List,

SMART Goals,

Blueprint for success,

Short Term,

Long Term,

Life Time Goals.

Unit V

Time Management (4 hours)

Value of time,

Diagnosing Time Management,

Weekly Planner To-do list,

Prioritizing work

References:

- 1) Anastasia, M. P. (2010). Seven Barriers to Active Listening: ³Why ; www.lawsagna.com
- 2) Argyle, M., Salter, V., Nicholson, H. Marylin W. & Burgess, P. (1970). The Communication of Inferior and Superior Attitudes by Verbal and Non-Verbal Signals. British journal of social and clinical psychology Vol 9
- 3) [\(5967\) 7 Most Time Management Tips | by Him eesh Madaan - YouTube](#)
- 4) How to write a Resume Effectively? : Job Interview Tips in Hindi by Himesh
- 5) [\(5967\) "Personality Development by Vikas Divyakirti" || Drishti IAS || - YouTube](#)
- 6) <https://www.youtube.com/watch?v=Qv2Pd0yIToY> • How to write a resume / CV with Microsoft
- 7) [\(5967\) How to develop your Communication Skills by Simerjeet Singh -How to Improve English Speaking Skills? - YouTube](#)
- 8) [\(5967\) How to Set Your Goal | Goal Setting in Your Life | Life Motivational Tips | Sonu Sharma - YouTube](#)
- 9) Word <https://www.youtube.com/watch?v=fZclFtagPic&t=27s> •
- 10) How to Write a Winning Resume, with Ramit Sethi
https://www.youtube.com/watch?v=_0fjkKCsM1w&t=1s • How to Write a Cover Letter
<https://www.youtube.com/watch?v=wRo26Gth7u0>