

# CERTIFICATE COURSE IN PERSONALITY DEVELOPMENT

## **SYLLABUS**

DEPARTMENT: DEPARTMENT OF COMPUTER SCIENCE

NAME OF COURSE: CERTIFICATE COURSE IN PERSONALITY DEVELOPMENT

COURSE CODE: CVAC020

TOTAL HOURS: 30

### **UNIT-I Define Personality, Determinants of Personality Development (10 HOURS)**

Types of Personalities Introvert, Extrovert & Ambivert person, Key aspects Perception – Definition, Perceptual Process, Factors of Association – Relationship, Personality Traits, Developing Effective Habits, Emotional Intelligence, Interpersonal Relationship, Spiritual journey beyond management of change.

### **UNIT- II (10 HOURS)**

Motivation, Introspection, Self-Assessment, Self-Appraisal & Self-development, Sigmund Freud Id, Ego & Super Ego, Self Esteem, Mind Mapping, Competency Mapping, Assertiveness, Decision making skills, Conflict: Process & Resolution, Understanding and managing emotions, Leadership & Qualities of Successful Leader

### **UNIT -III (10 HOURS)**

Good manners & Etiquettes, Effective Communication, Understanding Body language, projective positive body language, Attitude - Concept -Significance -Factors affecting attitudes – Positive attitude–Advantages –Negative attitude-Disadvantages – Ways to develop positive attitude, Stress Management - Introduction, Causes, stress management techniques, Time management - Importance of time management, Techniques of time management, Time management styles

## **REFERENCES**

Seven Habits of Highly Effective People – Stephen Covey

You Can Win – Shiv Khera

Three Basic Managerial Skills for All – Hall Of India Pvt Ltd New Delhi