

# SHRI GOVINDGURU UNIVERSITY

## SYLLABUS FOR SOFT SKILL COURSES B.COM SEM-I

### PERSONALITY DEVELOPMENT

#### UNIT 1

- DEFINITION OF PERSONALITY
- HUMAN GROWTH AND BEHAVIOUR
- LEVELS OF PERSONALITY
- THEORIES IN THE STUDY OF PERSONALITY ASSESSMENT

#### UNIT-2

- IMPORTANCE OF PERSONALITY DEVELOPMENT
- COMMUNICATION AND EFFECTIVE PUBLIC SPEAKING
- BODY LANGUAGE AND INTRA PERSONAL COMMUNICATION
- KEY POINTS FOR PERSONALITY DEVELOPMENT

#### UNIT-3

- TECHNIQUES IN PERSONALITY DEVELOPMENT
- SELF CONFIDENCE
- MOTIVATION
- TIME MANAGEMENT AND EFFECTIVE PLANNING
- GOAL SETTING

#### UNIT-4

- STRESS MANAGEMENT
- MEDITATION AND CONCENTRATION TECHNIQUES
- SELF ACCEPTANCE AND SELF GROWTH
- SELF HYPNOTISM
- WORK-LIFE BALANCE
- SOCIAL ETIQUETTE
- PHONE ETIQUETTE
- DINING ETIQUETTE
- BUSINESS ETIQUETTE
- PROFESSIONAL ETIQUETTE TIPS

#### Reference Material

1. Personality Development e- book by Alok Dubey
2. Self Confidence AT Work e-book by Kasia Lyczkowska
3. Stress Management in Less Than One Minute e-book by Gerry Larsson , Bodil Wilde-Larsson
4. Personality Development "Kevi Rite" by Raju Andhariya Navbharat prakashan
5. Personality Develpoment by rajiv K. Mishra, Rupa & Co.