



**PERSONALITY
DEVELOPMENT
PROGRAM**





Personality Development Program

The influence of human personality upon the functional efficiency of an organization and its personnel has been widely recognized. The personality can also be modified to a certain extent. Accordingly, recent years have seen a variety of efforts by professionals in various fields to design courses that will help develop certain positive trends in personality. The objective of such courses is to remove or screen out those barriers or obstructions that stand in the way of the expression of individual personality, through a process of training.

The training module is aimed at the promotion of the strategies for the personality development of the participants. The rationale behind this endeavor is the recognition of the multifaceted influence of the personality of the employees upon organisational effectiveness.

Objectives

The objective of the training programme is bring about personality development with regard to the different behavioural dimensions that have far reaching significance in the direction of organisational effectiveness.

Methodology

- Lecture-cum-discussion
- Group Discussion
- Management Games
- Case Studies



COURSE CONTENT

LEVEL I

- Image Enhancing
- Self Confidence / Confidence building
- Art of Dressing / Colour Combination
- Verbal Communication
- Speech
- Pronunciation
- Rate of speech
- Voice Modulation
- Effective Listening
- Non-verbal Communication – Body Language
- Written Communication – E-mail etiquettes
- Telephone Etiquettes
- Etiquettes – Social & Business
- Perception
- Negotiation Skills
- Art of Greeting
- Art of Gifting
- Art of Thank You Notes
- Table Manners
- Indian Etiquettes with Indian Culture & Heritage

LEVEL II

- Problem Solving Techniques
- Time Management
- Art of saying “NO”
- Team Work & Team Building
- Taking Calculative Risk
- Handling defeat & failure
- Anger Management
- Power of Focus
- Power of Concentration



Group Discussion

Factual topic
Controversial topics
Abstract topics

Successful group discussion techniques



LEVEL III

- Public Speaking
- Extempore
- Group Discussions

LEVEL IV

- Leadership Skills (Managing & Leading)
- Self-Analysis
- Goal Setting
- Conflict Management
- Change Management
- Managing both work and personal life
- Relationship Management
- Handling Peer-pressure
- Stress management

