

# **Personality Development Skills**

## **Table of Contents**

#### 1. Introduction

This module introduces the basics:

- Definition
- Elements
- Determinants

## 2. Personal Grooming

- Personal Hygiene
- Social Effectiveness
- Business Etiquettes -Power Dressing

## 3. Body Language

- Non-Verbal Communication
- Types of Body Language
- Functions of Body Language
- Role of Body Language
- Proxemics

#### 4. Art of Good Communication

- Verbal & Non-Verbal Communication
- Difference between Oral and Written Communication
- 7'Cs of Effective Communication
- Importance of Effective Communication
- Team Behaviour
- Types of Teams
- Team Roles and Behaviour

#### 5. Group Discussion

- How to Do
- Points to Remember
- Do's & Don't's





## 6. Interview Preparation

- Introduction
- Resume Writing
- Dress Code
- Mock-Interview
- How to be Successful in an Interview

