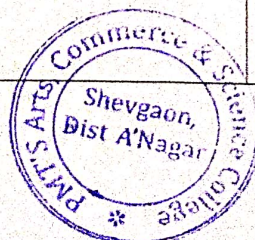


# Syllabus

Unit No	Topic	Content
<b>Unit -1</b> <b>Understanding</b> <b>Personality</b> <b>(Duration- 05 Hours)</b>	A] Introduction	<ul style="list-style-type: none"> <li>➤ Noun</li> <li>➤ Pronoun</li> <li>➤ Adjective</li> <li>➤ Verb</li> <li>➤ Adverb</li> <li>➤ Preposition</li> <li>➤ Conjunction</li> <li>➤ Interjection</li> </ul>
	B] Theories of Personalities	<ul style="list-style-type: none"> <li>➤ Freud</li> <li>➤ Jung</li> <li>➤ Maslow</li> </ul>
	C] Self-Assessment Tools	<ul style="list-style-type: none"> <li>➤ MBTI</li> <li>➤ Big Five</li> <li>➤ DISC</li> </ul>
<b>Unit – 2</b> <b>Self-Awareness and Self-Reflection</b> <b>(3 Hours)</b>	A] Importance B] Techniques	<ul style="list-style-type: none"> <li>➤ SWOT Analysis</li> <li>➤ Values</li> <li>➤ Beliefs</li> </ul>
<b>Unit – 3</b> <b>Emotional Intelligence</b> <b>(1 Hours)</b>	A] Developing Emotional Intelligence	<ul style="list-style-type: none"> <li>➤ Self-Management</li> <li>➤ Self-Awareness</li> <li>➤ Relationship Management</li> </ul>
<b>Unit- 4</b> <b>Communication Skills</b> <b>(4 Hours)</b>	A] Effective Verbal-Non Verbal Communication B] Assertive and Negotiation Techniques	<ul style="list-style-type: none"> <li>➤ Listening Skills</li> <li>➤ Speaking Skills</li> </ul>
<b>Unit- 5</b> <b>Interpersonal Relationships</b> <b>(2 Hours)</b>	A] Building and maintain Healthy Relation B] Conflict Resolution	<ul style="list-style-type: none"> <li>➤ Empathy</li> <li>➤ Sympathy</li> <li>➤ Compassion</li> </ul>
<b>Unit- 6</b> <b>Leadership Development</b> <b>(4 Hours)</b>	A] Leadership Qualities B] Style and Impact	<ul style="list-style-type: none"> <li>➤ Goal Setting</li> <li>➤ Motivation</li> </ul>
<b>Unit- 7</b> <b>Time &amp; Stress Management and Productivity</b> <b>(3 Hours)</b>	A] Principal of Time Management B] Importance of Time Management C] Productivity	<ul style="list-style-type: none"> <li>➤ Tasks</li> <li>➤ Games</li> <li>➤ Planning</li> <li>➤ Activities</li> </ul>
<b>Unit- 8</b> <b>Professional Development</b> <b>(3 Hours)</b>	A] Career Planning and Development B] Networking Skill C] Professional Relations	<ul style="list-style-type: none"> <li>➤ Professional Skills</li> <li>➤ Professional Ethics</li> <li>➤ Softs Skills</li> </ul>
<b>Unit- 9</b> <b>Public Speaking and Presentation Skills</b> <b>(5 Hours )</b>	Presentation Skills	<ul style="list-style-type: none"> <li>➤ Techniques</li> <li>➤ Overcoming Anxiety</li> <li>➤ Confidence Building</li> <li>➤ Structured and Effective Presentation</li> </ul>

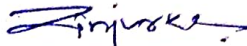





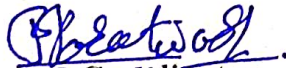
**Reference Books:**

- ✓ Quiet: The Power of Introverts in a World That Can't Stop Talking by Susan Cain.
- ✓ Emotional Intelligence 2.0 by Travis Bradberry and Jean Greaves.
- ✓ The Happiness Hypothesis by Jonathan Haidt.
- ✓ How to Win Friends and Influence People by Dale Carnegie.


  
Subject Expert  
(Mr. Umesh Ghewani)

  
Subject Expert  
(Mrs Ravindra Zinjoke)

  
Course Coordinator  
**COORDINATOR**

  
Course Coordinator  
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