

Course Content: Personality Development

Personality

- Definition
- Elements
- Determinants

Personal Grooming

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

Body Language

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

Art of Good Communication

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

Group Discussion

- Do's and Don't

Interview Preparation

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

