

Training Curriculum: Personality Development ,Effective Communication Skills , Planning and Prioritizing (Total Duration – 40 Hours)

Day 1: Introduction to Personality Development

Session 1: Understanding Personality

- Define personality and its components.
- Discuss the importance of personality development in the workplace.
- Conduct a personality self-assessment (e.g., MBTI or DISC).
- Facilitate a group discussion on self-assessment results.

Session 2: Self-awareness and Self-esteem

- Explore techniques for building self-awareness.
- Discuss the importance of self-esteem in personal and professional life.
- Conduct activities to identify personal strengths and weaknesses.
- Facilitate a group discussion on strategies to improve self-esteem.

Session 3: Emotional Intelligence (EI)

- Define emotional intelligence and its impact on professional success.
- Conduct an EI self-assessment.
- Role-play exercises to practice emotional intelligence skills.

Session 4: Developing a Positive Attitude

- Discuss the benefits of a positive attitude.
- Explore techniques to cultivate and maintain positivity.
- Facilitate a group discussion on the impact of attitude on the workplace environment.
- Develop a personal action plan to maintain a positive mindset.

Day 2: Fundamentals of Effective Communication

Session 1: Basics of Communication

- Explain the communication process.
- Identify key elements of effective communication.
- Conduct an icebreaker activity to explore different communication styles.
- Facilitate a group discussion on common barriers to effective communication.

Session 2: Verbal Communication Skills

- Discuss techniques for clear and concise verbal communication.
- Highlight the importance of tone and language.

- Role-play scenarios to practice effective verbal communication.
- Conduct pair exercises to craft and deliver clear messages.

Session 3: Non-verbal Communication

- Explain the significance of body language.
- Explore how to interpret and use non-verbal cues effectively.
- Conduct a group activity to analyze body language in various scenarios.
- Practice aligning non-verbal cues with verbal messages.

Session 4: Active Listening

- Emphasize the importance of active listening.
- Explore techniques to improve listening skills.
- Conduct listening exercises to practice active listening.
- Facilitate a group discussion on challenges and strategies for better listening.

Day 3: Advanced Communication Skills

Session 1: Assertive Communication

- Differentiate between assertive, passive, and aggressive communication.
- Discuss techniques for assertive communication.
- Role-play scenarios to practice assertive communication.
- Facilitate a group discussion on overcoming challenges in assertive communication.

Session 2: Conflict Resolution and Negotiation

- Explore techniques for resolving conflicts effectively.
- Discuss basics of negotiation skills.
- Analyze case studies to identify effective conflict resolution strategies.
- Conduct a negotiation simulation exercise.

Session 3: Persuasion and Influence

- Explain the principles of persuasion.
- Explore techniques to positively influence others.
- Conduct a persuasion exercise to craft a persuasive message.
- Facilitate a group activity to analyze successful influence strategies.

Session 4: Public Speaking and Presentation Skills

- Highlight key elements of effective public speaking.
- Discuss techniques for impactful presentations.

- Conduct practice sessions for delivering short presentations.
- Facilitate group feedback sessions to provide constructive feedback.

Day 4: Practical Application and Integration

Session 1: Building Professional Relationships

- Discuss the importance of networking and professional relationships.
- Explore techniques to build and maintain professional connections.
- Conduct a networking exercise with role-play scenarios.
- Facilitate a group discussion on best practices for professional relationship building.

Session 2: Effective Teamwork

- Explain team dynamics and their importance.
- Explore techniques to enhance team communication and collaboration.
- Conduct a team-building exercise with a problem-solving activity.
- Facilitate a group discussion on characteristics of effective teams.

Session 3: Managing Feedback

- Discuss the importance of giving and receiving feedback.
- Explore techniques for constructive feedback.
- Conduct a feedback exercise with role-play scenarios.
- Facilitate a group discussion on overcoming challenges in feedback situations.

Session 4: Creating a Personal Development Plan

- Discuss the importance of a personal development plan.
- Explore the process of setting SMART goals for continuous improvement.
- Conduct an individual activity to draft a personal development plan.
- Facilitate a partner activity to share and refine development plans.

Day 5 :

Session 1: Effective Communication Skills

- Business Communication Fundamentals
- Verbal and Non-verbal Communication
- Written Communication Skills
- Digital Communication Etiquettes

Session 2: Time Management and Productivity –

- Time Blocking and Task Prioritization
- Avoiding Multitasking and Time Wasters
- Techniques for Enhancing Focus and Concentration

- Balancing Work and Personal Life

Session 3: Workplace Etiquettes and Professionalism

- Office Etiquettes and Professional Behaviour
- Dealing with Difficult Situations and Colleagues - Managing Workplace Stress and Conflict
- Upholding Ethical Standards and Integrity

Final Wrap-up and Action Planning

- Recap key takeaways from the entire training program.
- Participants finalize their action plans.
- Conduct a feedback session and Q&A.
- Provide closing remarks and distribute certificates of completion.

This curriculum provides a structured and comprehensive approach to developing personality and effective communication skills, ensuring junior-level staff gain practical knowledge and tools to apply in their roles.