

Soft Skills for Personality Development

(Total duration: 30 hours)

Module I: Self-Awareness & Personality Basics (5 hours)

- L1: Introduction to soft skills and personality
- L2: Self-awareness, self-image, and self-esteem
- L3: Personality types and basic assessments
- L4: Values, attitudes and motivation
- L5: Goal setting and personal growth plan

Module II: Communication Skills (7 hours)

- L6: Basics of communication, process, and elements
- L7: Verbal communication and clarity of expression
- L8: Non-verbal communication and body language
- L9: Listening skills and feedback
- L10: Written communication (emails, messages)
- L11: Barriers to communication and overcoming them
- L12: Empathy and respectful communication

Module III: Presentation & Public Speaking (5 hours)

- L13: Planning and structuring a presentation
- L14: Voice modulation and confidence building
- L15: Use of visual aids and storytelling
- L16: Individual presentations (practice)
- L17: Group presentations and peer feedback

Module IV: Interpersonal Skills & Teamwork (5 hours)

- L18: Building rapport and networking
- L19: Emotional intelligence basics
- L20: Teamwork, roles, and collaboration
- L21: Conflict resolution and negotiation basics
- L22: Leadership and followership

Module V: Professional Etiquette & Personal Effectiveness (4 hours)

- L23: Grooming, etiquette, and professional conduct
- L24: Time management and prioritization
- L25: Stress management and work–life balance
- L26: Workplace ethics and responsibility

Module VI: Integration & Personality Development (4 hours)

- L27: Positive thinking and resilience
- L28: Decision-making and problem-solving
- L29: Personal branding and career readiness
- L30: Course review, reflection, and action plan for improvement