

Paper No – 8 Personality development & Soft Skill

Unit No.	Topic Name	Content	Hrs.	Marks	Credit
1.	Basic of personality development	<ul style="list-style-type: none"> • Understanding self – Know your self • Personality types for temperament and personality • MBTI - understanding personal strengths and weakness • Emotional intelligence and competence • Stress management, time management 			
2.	Communication skill	<ul style="list-style-type: none"> • Communication skill, effective speaking, improving vocabulary and grammar • Element of effective speaking • Type of speaking, briefing teaching lectures, speeches and others • Stages in preparation – Understanding the audience, audience analysis, subject gathering material, evaluating material, presenting a talk and other process, non verbal communication and body language. 			
3.	Writing Skill	<ul style="list-style-type: none"> • Writing skills, principal of presentation, techniques skill and tools for effective writing. 			
4.	Applied aspects	<ul style="list-style-type: none"> • Work and organization psychology - Leadership and working in team, working collaborative, working and sharing knowledge and experience team development • Meeting and negotiation skills - Different type of meetings including video conferencing, Conference call, Conducting a meeting getting the best out of negotiation, negotiation strategy. 			

Reference

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