

COURSE CODE: 2CM2010321	COURSE TITLE: Personality Development And Soft Skill
COURSE TYPE : SOFT SKILL	
COURSE OBJECTIVE: To make the students understand about personality and its principles and to enrich their knowledge to enhance their employability skills.	

Teaching Scheme (Hours per week)		Evaluation Scheme (Marks)		
Lectures	Credit	University Assessment	Institutional Assessment	Total
4	4	60	40	100

Unit	Topic and Contents	Hours	Wt. (%)
1.	Introduction to Personality Development: - The Concept Personality - Dimensions of theories of Freud & Erickson- personality, Eysenck's theory, Erik Erickson's theory - Significant of Personality Development - Developing Effective Habits - The concept of success and failure: ➤ What is success? - Hurdles in achieving success - Overcoming hurdles - Factors responsible for success ➤ What is failure - Causes of failure. - SWOT analyses	15	25%
2.	Attitude & Motivation Attitude ➤ Concept ➤ Significance ➤ Factors affecting attitudes ➤ Positive attitude : Advantages ➤ Negative attitude : Disadvantages ➤ Ways to develop positive attitude ➤ Difference between personalities having positive and negative attitude. Motivation ➤ Concept ➤ Significance ➤ Internal and external motives ➤ Importance of self-motivation ➤ Factors leading to de-motivation	15	25%
3.	Self-Esteem - Term self-esteem ➤ Symptoms ➤ Advantages - Do's and Don'ts to develop positive self-esteem - Low self esteem ➤ Symptoms ➤ Personality having low self esteem - Positive and negative self-esteem. - Interpersonal Relationships - Defining the difference between aggressive, submissive and assertive behaviours - Lateral thinking.	15	25%

4.	Other Aspects of Personality Development • Body language • Problem-solving • Conflict and Stress Management • Decision-making skills • Leadership and qualities of a successful leader • Character-building • Team-work • Time management • Work ethics • Good manners and etiquette. Employability Quotient • Resume building • The art of participating in Group Discussion • Acing the Personal (HR & Technical) • Interview -Frequently Asked Questions • Psychometric Analysis	15	25%
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Reference Books:

1. Dorch Patricia, What Are Soft Skills? New York: Execu Dress Publishers.
2. Kamin Maxine, Soft Skills Revolution: A Guide for Connecting with Compassion for Trainers, Teams, and Leaders. Washington, DC: Pfeiffer & Company.
3. Klaus Peggy, Jane Rohman & Molly Hamaker, The Hard Truth about Soft Skills. London: Harper Collins.
4. Petes S. J., Francis. Soft Skills and Professional Communication. New Delhi: Tata McGraw-Hill Education.
5. Stephen Covey, Seven Habits of Highly Effective People
6. Hurlock Elizabeth B, Personality Development, Tata Mcgraw Hill New Delhi