CSPD 301- Personality Development

Year / Semester	Paper/Course Name	Course Code	Credits (Theory / Skill Component)	Max. Marks (Theory / Skill Component)
III Semester	Personality Development	CSPD 301	01 / 02	40 / 60

Unit 1

Introduction- A New Approach to Learning [Planning and Goal-Setting, Human Perceptions-Understanding People, Types of Soft Skills, Self-Management Skills, Aiming For Excellence-Developing Potential and Self-Actualization and Need of Spiritual Intelligence]

Unit 2

Behavioural Skills [Personality development, importance of good human relations, understanding organizational culture, management of time and stress, importance of ethics and values]

Unit 3

Conflict Resolution Skills [Seeking Win-Win Solution, Inter-Personal Conflicts- Two Examples, Two Solutions, Types of Conflicts, Becoming a Conflict Resolution Expert]

Unit 4

Team Building [Introduction, Importance of Human Relation, what is a Team? Understanding Behavior, Comfort zones, Quality of Assertiveness, Assertiveness building blocks, Characteristics of high-performance team, Self questionnaire]

Unit 5

Work Ethics and work culture [What is Work Ethic? Importance, characteristics of a Healthy Culture, Business Ethics, Environmental Challenges]

Unit 6

Personality [types of personality, traits of personality, public speaking, Emotional intelligence (EQ), etc.]

Unit 7

Stress Management [Types of Stress, Self-Awareness about Stress, Regulating Stress, Making the Best out of Stress]

Unit 8

Presentation Skills [Overcoming Fear, Becoming A Professional, The Role of Body Language, Using Visuals, Human Relations- Developing Trust and Integrity]

Unit 9

Interview Skills [Types of Interviews, Ensuring success in job interviews, and appropriate use of nonverbal communication]

Unit 10

Habits- Guiding Principles [Identifying Good and Bad Habits, Habit Cycle, Breaking Bad Habits, Using the Zeigarnik effect For Productivity and Personal Growth, Forming Habits of Success]