Personality Development Course

Duration: 40 Hours

Course Objective:

- To enable the Students for being the "Hiring Employer's preferred choice" by creating a strong Personal Brand & through Strengths Approach
- Become an Effective Communicator
- Learn to set achievable Goals in-line with Personal Values
- Be able to Recognise and deal with Difficult Behaviors in Other People
- Understand the complete process of Creative Problem Solution
- Design Presentations for maximum impact
- Master Techniques to overcome Nervousness and act with Confidence
- Define and practice Self-Management, Self-Awareness, Self-Regulation, Self-Motivation & Empathy
- Prioritize Tasks with 80/20 Rule
- Ability for Decision Making & Persuasion

Day 1
Your Value Proposition: Your Resume
- Why should anyone hire you? What do prospective employers look for in a Resume?
- Think of examples to demonstrate your abilities
- Your Resume is marketing document; it should help you sell yourself and bring out the "best in you" that the prospective employer may be looking for.
- Tips about Resumes and sharing Best examples of Ideal Resumes.

Day 2
Sell Yourself Successfully
- Personal S.W.O.T. Analysis of Strengths, Weaknesses, Opportunities & Threats
- Brainstorming Key Characteristics of The Ideal Interview Candidate
- Who am I
- Attributes
- Importance of Self Confidence
- Self Esteem

Day 3
Grooming
- Basic Good Manners

    a. Basic Greetings
    b. Politeness & Courtesy
    c. Respect & Care

- Punctuality & Discipline

    a. Importance of Punctuality & Discipline

- Personal Grooming & Hygiene

    a. Grooming Do's and Don'ts for Women & Men
    b. Personal Hygiene Tips

- Common Business Etiquettes and Protocols

Day 4
Group Discussion (GD)
- Working in a Group
- Listening Skills and ability to think on ones feet
- Persuasiveness and Influencing Skills
- Leadership Potential and Initiative
- Initiative & Assertiveness
- Mock GD(s)

Day 5
Dealing with Nervous Energy
- Techniques to aid relaxation and reduce stress
- Positive Visualization Techniques to help build confidence
- Stress Management
Increasing Personal Impact by using your voice more effectively
- Using the voice to convey a clear and confident style
- Using the power of pause to control pace and deliver clear well-structured responses

Day 6
Inter-personal Skills

- Social Power:

    a) Power & Influence Processes
    b) Forms of Power
    c) Sources of Power
    d) Using Power

- Persuasion:

    a) Support or Evidence
    b) Logic
    c) The Persuasion Process
    d) Decision / Outcome Objectives
    e) Stakeholder Analysis
    f) Position, Power & Priority

- Group Dynamics:

    a) Nature and Purpose of Groups
    b) Individual Roles Within Groups
    c) Communication Within Groups

Day 7
Interview Practice
- Delivery of "tell me about yourself" question
- Review of impact created and how to increase the same

Soft Skills Training
- Goal Setting and Getting Things Done
- Personality and Career Choice
- Personal Growth

Day 8
Increasing Personal Impact by using Body Language to your advantage
- Using Body Language to create a Strong First Impression
- Using Eye Contact to build rapport with the Interview Panel

Attitude
- Factors influencing Attitude
- Challenges and Lessons from Attitude

Day 9
Personal Interview: Q&A Bank & Mock Interviews
- Structuring clear and effective responses to Frequently Asked Interview Questions
- How to prepare for difficult interview questions
- Creating your own Q&A bank
- Interviewing the Interviewers - asking your own questions
- Mock Interviews – With Feedback for Improvement

Day 10
Personality Enrichment
- communication skills
- Effective Presentation & Communication Skills
- Assertiveness and Self Confidence
- Influence and Persuasion
- Creative Problem Solving
- Anger Management
- Dealing With Difficult People in the Workplace
- Body Language Training