



Enhancing Soft Skills & Personality

ABOUT THE COURSE:

The course aims to cause an enhanced awareness about the significance of soft skills in professional and inter-personal communications and facilitate an all-round development of personality. Hard or technical skills help securing a basic position in one's life and career. But only soft skills can ensure a person retain it, climb further, reach a pinnacle, achieve excellence, and derive fulfilment and supreme joy. Soft skills comprise pleasant and appealing personality traits as self-confidence, positive attitude, emotional intelligence, social grace, flexibility, friendliness and effective communication skills. The focus of this course is on interpersonal and management skills.

COURSE LAYOUT:

Week 1 :

Highlights of Developing Soft Skills and Personality Course-1-24
Highlights of Developing Soft Skills and Personality Course-25-48
Definitions and Types of Mindset
Learning Mindsets
Secrets of Developing Growth Mindsets

Week 2 :

Importance of Time and Understanding Perceptions of Time
Using Time Efficiently
Understanding Procrastination
Overcoming Procrastination
Don't Say "Yes" to Make Others Happy!

Week 3 :

Types of People
How to Say "No"
Controlling Anger
Gaining Power from Positive Thinking-1
Gaining Power from Positive Thinking-2

Week 4 :

What Makes Others Dislike You?
What Makes Others Like You?-1
What Makes Others Like You?-2
Being Attractive-1
Being Attractive-2

Week 5 :

Common Errors-1
Common Errors-2
Common Errors-3
Common Errors-4
Common Errors-5

Week 6 :
Humour in Communication
Humour in the Workplace
Function of Humour in the Workplace
Money and Personality
Managing Money

Week 7 :
Health and Personality
Managing Health-1: Importance of Exercise
Managing Health-2: Diet and Sleep
Love and Personality
Managing Love

Week 8 :
Ethics and Etiquette
Business Etiquette
Managing Mind and Memory
Improving Memory
Care for Environment
Highlights of the Course