

Syllabus Soft Skill Courses B. Com. Sem I

Personality Development

No.	THEORY: Title
Unit I	Introduction to Personality a) Basic of Personality b) Human growth and Behavior c) Theories in Personality d) Motivation
Unit II	Communication skills and Personality Development a) Intra personal communication and Body Language b) Inter personal Communication and Relationships c) Leadership Skills d) Team Building and public speaking
Unit III	Techniques in Personality development I a) Self confidence b) Mnemonics c) Goal setting d) Time Management and effective planning
Unit IV	Techniques in Personality Development II a) Stress Management b) Meditation and concentration techniques c) Self hypnotism d) Self acceptance and self growth

Major readings:

Personality Development by Rajiv K. Mishra. Rupa & Co.