

University of Kota, Kota

SEC: Personality Development

Course Code:

Credits: 02

Course Objectives: To understand, learn and improve personality traits, develop professional skills to represent yourself confidently

Learning outcomes : After the completion of the course the students will be able to adopt professional behaviour, and present oneself with finesse with standard workplace expectations

Examination Scheme: For the session 2025- 26 examination of SEC will be of 50 marks. The pattern of examination for students should be single multiple choice based (OMR based) question paper of 1.1/2 hrs.

UNIT I Introduction to personality development

The concept of personality , meaning, definition, determinants of personality, theories of personality (Freud, Jung, Trait theory)– SWOT analysis

UNIT II Communication and soft skills

Meaning and Purpose of communication, process of communication, types of communication, 7C's of communication, flows of communication, Barriers to communication, overcoming barriers of communication, interpersonal skills

UNIT III Personality development and personal growth

Attitude and perception, Factors affecting attitudes - Positive attitude, Negative attitude, Ways to develop positive attitude, concept of motivation, importance of self- motivation, goal setting, time management, decision making

UNIT IV Etiquettes and grooming

Telephone and E mail etiquettes, work place etiquettes, meeting etiquettes, grooming and body language, public speaking, team work, leadership skills

UNIT V Employability skills

Basics of grammar, note making, resume building, group discussion, mock interviews, interview skills, presentation skills, group discussion

#SEC (Skill Enhancement Course)

Suggested Readings:

1. Communication Skills, Pushplata and Sanjay Kumar, Oxford University Press
2. Power of Positive Thinking, Mile, D. J., Rohan Book Company, Delhi
3. Body Language, Smith B., Roshan Book Company, New Delhi
4. Reducing Stress, Hindle Tim, Essential Manager series, DK Publishing.
5. How to Succeed at Interviews, Andrews, Sudhir. 21st (rep.) New Delhi. Tata McGraw-Hill
6. Art of Public Speaking, Lucas, Stephen. New Delhi. Tata - Mc-Graw Hill.
7. Power of positive thinking, Mile, D.J.. Rohan Book Company, Delhi
6. All about Self- Motivation, Pravesh Kumar, Goodwill Publishing House, New Delhi.

Web References:

1. <http://networketiquette.net>
2. <https://public.wsu.edu/~brians/errors/>