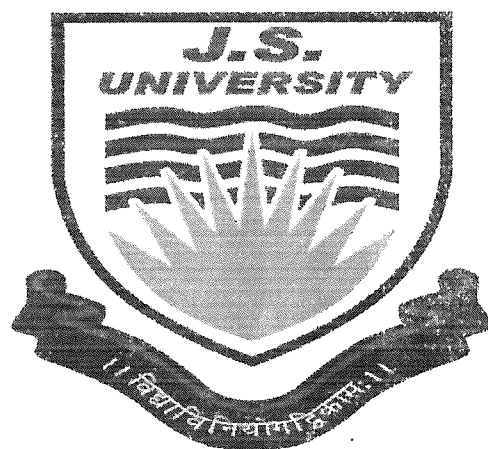# J.S. University, Shikohabad

Established by UP Govt. Act No. 07 of 2015

Recognized by U.G.C. under section 2 (f) of Act-1956

Value Added Course

Value Added Course

(Personality Development)

Faculty of Education

Learning Outcome:

This Course will provide knowledge about better Personality

Duration: 30 Hours. (Theory and Practical)

course Objectives:

The objective of the programme is to build self-confidence, enhance self-esteem and improve overall personality of the participants. The programme aims at grooming the participants through sensitizing them about proper behavior, socially and professionally, in formal and informal circumstances.

Course Outcome:

• Capable of performing better in their roles as leaders based on the situation.

• Create awareness in the participants with regard to the different aspects of interpersonal relations
•Improve participants to be better communicators by providing them with relevant inputs and also sharpening their skills

MODULE I:

Leadership: Introduction to Leadership, Leadership Power, Leadership Styles, Leadership in Administration, Interpersonal Relations: Introduction to Interpersonal Relations, Analysis Relations of different ego states, Analysis of Transactions, Analysis of Strokes, Analysis of Life position.

MODULE II: Listening:

Communication: Introduction to Communication, Flow of Communication, Listening, Barriers of Communication, How to overcome barriers of communication, Stress: Introduction to Stress, Causes of Stress, Impact Management Stress, Managing Stress.

MODULE III:

Group Dynamics: Importance of groups in organization, and Team Interactions in group, Group Building Decision Taking, Team Building, Interaction with the Team, How to build a good team ,Conflict: Introduction to Conflict, Causes of Conflict, Management Managing Conflict.
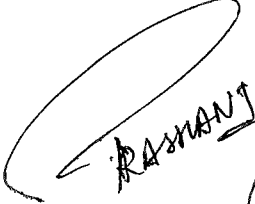
MODULE IV:

Performance: Introduction to Performance Appraisal, Appraisal Vertical Appraisal, Horizontal Appraisal, 360º Performance Appraisal, Methods of improving Techniques of Performance Appraisal ,Time as a Resource, Identify Important Time Management Wasters, Individual Time Management Styles, Techniques for better Time Management.
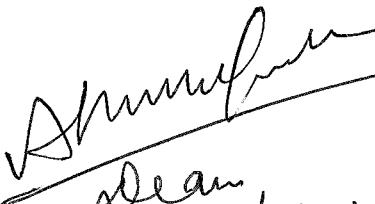
MODULE V

Motivation: Introduction to Motivation, Relevance and types of Motivation, Motivating the subordinates, Analysis of Motivation

Reference:

1. "Personality Development and Soft Skills" by Barun Mitra

2. "Personality Development" by Swami Vivekananda

3. "The Power of your Subconscious Mind" by Joseph Murphy

Course Coordinator
Mr. Prakash Yadav

Dean
Academic
Dr. Akhilesh

HOD
Dr. Shivkant