

**J.S. UNIVERITY, SHIKOHABAD, FIROZABAD, U.P**

**Department: Pharmacy**

**Value Added Course**

**PERSONNEL EFFECTIVENESS & PERSONALITY DEVELOPMENT**

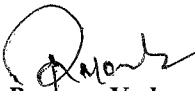
**( VAC-065)**

DURATION OF COURSE: 30 HOURS


TIME: 2 HOURS IN A WEEK

**THEORY (20 HOURS)**

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|--|---------|
| 1. UNIT-1  | 5 HOURS |
| Introduction of Personality development, Importance of Personnel grooming, Presentation and preparation, Importance and effective usage of visual aids, Effective body language. |         |
| 2. UNIT-2  | 5 HOURS |
| Introduction of communication, Power of verbal and non verbal communication, Five C's of communication skill, Methods to improve your communication skills                       |         |
| 3. UNIT-3  | 5 HOURS |
| Controlling speaking stress, Fear and apprehensions, Active listening, Motivational talk, Magic of positive thinking, Character building and importance of values.               |         |
| 4. UNIT-4  | 5 HOURS |
| Group discussion, Business etiquettes, Interview facing skills, Situational leadership skills, Importance of team work   |         |

  
Ms. Poonam Yadav  
Course coordinator

*Ms. Poonam Yadav*

  
Dean  
Academic  
Dr. Arun

  
Dean  
(Pharmacy)

*Dr. Ajay Singh*

**PRACTICAL (10 HOURS)**

1. On the basis of specific topic-Student will give presentation
2. On the basis of specific topic-Student will give Motivational speech
3. On the basis of business etiquettes-Student Present themselves
4. Meditation class on the basis of removing stress
5. Presentations, Charts, Video clip on specific topic.
6. Student will do extra-curricular activities like play role , video recording, skits.
7. Give lectures on the basis of Discipline or Qualities of good human being.
8. Evaluation of Leadership skills.
9. Written test on the basis of overall performance
10. Submission of Report on PERSONNEL EFFECTIVENESS & PERSONALITY DEVELOPMENT

Reference books:

- **Personnel development** by Alok Kumar Dubey
- **Leadership Development & Personal Effectiveness** Authors: John West-Burnham and Jill Ireson