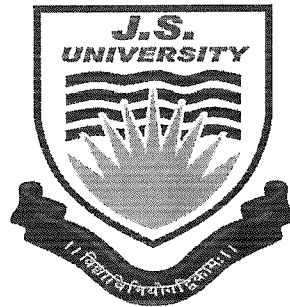


J.S. University, Shikohabad

Established by UP Govt. Act No. 07 of 2015

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



Value Added Course

(Personality improvement skills)

Faculty of Management



J.S. University, Shikohabad
Faculty of MANAGEMENT

Value Added Course

AY: 2020 (EVEN SEM)

Personality improvement skills

Learning Outcome:

This course develops the personal grooming skill in the students for carrier.

Duration: 30 Hours.

Course Outcomes: -

After completion of the course the student shall be able to:-

1. Student will able to learn thinking concept,
2. Student will learn writing skill.
3. Student will able to understand Interview skill.
4. Student can understand the right dressing sense for interview.



J.S. University, Shikohabad
Faculty of MANAGEMENT

Value Added Course

AY: 2020 (EVEN SEM)

Syllabus Outline

Module I

Thinking concept

- Listening skills: Key ingredient for any successful communication
- Power of positive thinking
- Self-Awareness and Self-Motivation

Module II

E-mail Drafting (Any form of written communication)

- Aspects and Content of Resume

Module III

Different rounds in Interviews: Aptitude test, Group Discussion, General round of Interview, Final round (technical) of Interview

- Preparation/ Pre-requisites for Interviews - Content to be prepared, How to answer- How to Introduce Yourself in Interviews, Why Should We Hire You?, Strengths and Weakness, etc
- (ONLINE AND OFFLINE)
- Common Interview Questions and Answer

Module IV

Psychology of communication: mirroring, dressing sense, corporate dressing, formal, semi-formal, casual, Dressing for various occasions & events, Understanding personalities, auditory/visuals

- Personality Development: Verbal communication, voice training, speech, clarity, grammar speed, volume, enunciation, pronunciation, ends of sentences, humor, pauses, Stress management, breathing pattern, mind psyching, right attitude, understanding your limitations and strengths, Table manners & etiquettes, correct use of spoons, fork, knife, etc, Choosing the right accessories i.e shoes, handbags, jewelry, etc



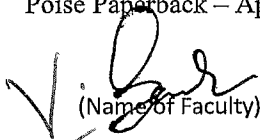
J.S. University, Shikohabad
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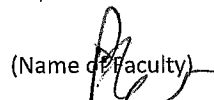
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References:-

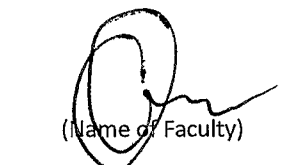
1. A Guide to a Curated Life Paperback – May 26, 2018
2. The Mental Toughness Handbook: A Step-By-Step Guide to Facing Life's Challenges, Managing Negative Emotions, and Overcoming Adversity with Courage and Poise Paperback – April 13, 2020


(Name of Faculty)
Course Coordinator

Mr. Vikas Shukla


(Name of Faculty)
Dean Academics

Dr. Akhilesh


(Name of Faculty)
Director/Principle/Dean of
Faculty/Department

Mr. Omkar
Singh