

PCMMM

Modules	Marks	Must Study	Important	...
1	-	<ul style="list-style-type: none"> ➤ Attitude ➤ Types of personality 	<ul style="list-style-type: none"> ➤ Behavior ➤ Self-confidence and esteem 	
2	-	<ul style="list-style-type: none"> ➤ Emotional Intelligence ➤ Components of EI 	<ul style="list-style-type: none"> ➤ Skills to develop for EI 	
3	-	<ul style="list-style-type: none"> ➤ Time management matrix ➤ Steps in Goal Setting ➤ Motivation & types 	<ul style="list-style-type: none"> ➤ Goal Setting Sheet ➤ Types of Goals with example 	
4	-	<ul style="list-style-type: none"> ➤ Career Development and its steps ➤ Career Mistakes ➤ Career stages and plans 	<ul style="list-style-type: none"> ➤ Professional Talents 	
5	12 (mostly)	<ul style="list-style-type: none"> ➤ Types of resumes ➤ Dos and don'ts in an interview 	<ul style="list-style-type: none"> ➤ Preparing a resume ➤ Reviewing a resume ➤ Patterns in resume building 	