

PERSONALITY & SOFT SKILL

Development Program



Course Objective

The Personality & Soft Skill Development program at eHack Academy is a focused 40-hour training designed to enhance your personal effectiveness and communication abilities. It helps you build confidence, improve interpersonal and professional communication skills, develop a positive attitude, and strengthen overall personality traits that are essential for career growth and workplace success. This course emphasizes practical soft skills that boost self-presentation, teamwork, and adaptability in personal and professional environments.

Earn Global Certification 🏅



PSSD Personality & Soft Skill Development Certificate

40 HOURS

Duration

CLASSROOM

+ Live Online

PLACEMENT

Assistance

Course Syllabus

Module 01

Introduction to Personality & Professional Success -

Understand the importance of personality in career growth, industry expectations, and placement readiness.

What you'll learn:

- Importance of personality in career growth
- Industry expectations & placement readiness
- Self-assessment and goal setting

Module 02

Self-Awareness & Confidence Building -

Develop self-awareness by understanding your strengths and weaknesses, and build unshakeable confidence.

What you'll learn:

- Understanding strengths & weaknesses
- Building self-confidence
- Overcoming fear and self-doubt

Module 03

Attitude, Mindset & Professional Behavior -

Cultivate a growth mindset and professional attitude essential for success in tech careers.

What you'll learn:

- Growth mindset
- Workplace ethics and discipline
- Professional attitude for tech careers

Module 04

Emotional Intelligence (EQ) -

Master your emotions and develop empathy and interpersonal skills for workplace success.

What you'll learn:

- Understanding emotions

- Managing stress and pressure
- Empathy and interpersonal skills

Module 05

Time Management & Productivity -

Learn effective goal planning, prioritization, and work-life balance techniques for professionals.

What you'll learn:

- Goal planning techniques
- Prioritization skills
- Work-life balance for professionals

Module 06

Verbal Communication Skills -

Develop clear and effective speaking abilities with proper voice modulation and professional vocabulary.

What you'll learn:

- Clear and effective speaking
- Voice modulation & tone
- Professional vocabulary

Module 07

Non-Verbal Communication & Body Language -

Master body language, posture, and non-verbal cues for interviews and professional settings.

What you'll learn:

- Posture, gestures, and eye contact
- Interview body language
- First impressions

Module 08

Listening Skills & Question Handling -

Develop active listening techniques and learn to handle interviewer questions with confidence.

What you'll learn:

- Active listening techniques

- Understanding interviewer questions
- Structured and confident responses

Module 09

Public Speaking & Presentation Skills -

Overcome stage fear and master the art of delivering impactful technical presentations.

What you'll learn:

- Overcoming stage fear
- Structuring presentations
- Technical presentation delivery

Module 10

Teamwork & Leadership Skills -

Learn to work effectively in teams, develop leadership fundamentals, and manage conflicts.

What you'll learn:

- Working in teams
- Leadership fundamentals
- Conflict management



Module 11

Corporate Communication Skills -

Master professional email writing, workplace etiquette, and meeting skills.

What you'll learn:

- Professional email writing
- Workplace etiquette
- Meeting and reporting skills

Module 12

Problem-Solving & Critical Thinking -

Develop analytical thinking and decision-making skills for handling real-world scenarios.

What you'll learn:

- Analytical thinking
- Decision-making skills
- Handling real-world scenarios

Module 13

Resume Building (ATS-Friendly) -

Create ATS-friendly resumes that highlight your technical projects and stand out to recruiters.

What you'll learn:

- Resume structure & formatting
- Highlighting technical projects
- Customizing resumes for roles

Module 14

LinkedIn Profile & Personal Branding -

Build a professional online presence with optimized LinkedIn profile and networking strategies.

What you'll learn:

- Professional online presence
- LinkedIn optimization
- Networking strategies

Module 15

Group Discussion (GD) Techniques -

Master GD formats, evaluation criteria, and demonstrate communication & leadership skills.

What you'll learn:

- GD formats & evaluation criteria
- Communication & leadership in GD
- Practice sessions

Module 16

HR Interview Preparation -

Prepare for common HR questions using behavioral interview techniques and the STAR method.

What you'll learn:

- Common HR questions
- Behavioral interview techniques
- STAR method for answers

Module 17

Technical Interview Communication -

Learn to explain technical concepts clearly and handle technical questions with confidence.

What you'll learn:

- Explaining technical concepts clearly
- Project explanation techniques
- Handling technical questions confidently

Module 18

Mock Interviews – HR & Technical -

Participate in real-time mock interviews with individual feedback and improvement plans.

What you'll learn:

- Real-time mock interviews
- Individual feedback & improvement plan

Module 19

Corporate Readiness & Workplace Ethics -

Prepare for professional conduct at workplace, corporate culture adaptability, and challenges.

What you'll learn:

- Professional conduct at workplace
- Adaptability in corporate culture
- Workplace challenges

Module 20

Placement Readiness & Career Roadmap -

Final assessment, career planning, and building placement confidence for your next steps.

What you'll learn:

- Final assessment
- Career planning & growth roadmap
- Placement confidence & next steps