



Communication and Personality Development

Course Name:	Course Code	L-T-P	Credits
Communication and Personality Development	AEC	2-0-0	2
Type of Course:	Ability Enhancement Course (AEC)		

Course Perspective: The course enhances public speaking and presentation skills, helps students confidently convey ideas, information & build self-reliance and competence needed for career advancement. Personality assessments like the Johari Window and Myers & Briggs Type Indicator (MBTI) provide frameworks to enhance self-understanding, helps people increase their self-awareness, understand and appreciate differences in others and apply personality insights to improve their personal and professional effectiveness. Interpersonal skills included in the course deal with important topics like communication, teamwork and leadership, vital for professional success.

The Course Outcomes(COs). On completion of the course the participants will be:

COs	Statements
CO1	Improving public speaking and presentation abilities to confidently convey ideas and information.
CO2	Understanding the framework of Communication to augment oratory skills and written English
CO3	Cultivate essential soft skills required at the different workplaces.



CO = Course outcomes. A student is expected to have learnt concepts and demonstrated/developed abilities or skills related to strategic management at the end of the course.

Course Outline:

Unit Number:1	Title: Developing self and others	No. of hours:8
Content Summary: Self Awareness, Personality Concepts (Personality Assessments -Johari Window, Myers & Brigg), Self-Management, Self Esteem, Self-Efficacy, Interpersonal skills, mindset, grit and working in teams.		
Unit Number: 2	Title: Enhancing Reading and Writing Skills	No. of hours:6
Content Summary: Speed reading and its importance in competitive examinations, techniques for speed reading, note-taking, and critical analysis. Paragraph Writing, Essay and Summary writing, Business Letter, Email writing		
Unit Number: 3	Title: Effective Communication and Public Speaking	No. of hours:7
Content Summary: Communication Framework, barriers & overcoming these barriers, Group Discussions, Extempore & Public Speaking drills, to manage stage fright and anxiety. Structuring and organizing a presentation (Oral & PPT), Etiquettes, Grooming, Body Language and Conversation starters, TMAY.		
Unit Number: 4	Title: Career Guide and readiness	No. of hours:9
Content Summary: Cover Letter, ATS friendly resume, Elevator Pitch, Video Resume (Visume), Networking, Group Discussion, Mock Interviews. Capstone Project		



References

- R1 Talking to Strangers – Malcom Gladwell**
- R2 Fierce Conversation - Scot Susan**
- R3 Public Speaking - William S. Pfeiffer, Pearson**
- R4 Soft Skills for Everyone – Jeff Butterfield**
- R5 Business Communication – Rajendra Pal, J S Korlahalli**
- R6 The power of Positive Attitude -Roger Fritz**
- R7 Believe in Yourself – Dr. Joseph Murphy**

J. Additional Readings

Websites & MOOCs

www.16personalities.com

www.tonyrobbins.com

Specific Research Papers