

		Parul University Faculty of Engineering and Technology Parul Institute of Engineering and Technology CDC Department	
Subject Name	Professional Grooming & Personality Development	A.Y	2025-26
Subject Code	303193252	Semester	4
Video Links			
SR. NO.	Link		
1	Career Planning <ul style="list-style-type: none"> • https://youtu.be/pk-PcJS2QaU?si=VccCbnaRJYSF2IH4 • https://youtu.be/moQnoSYPMmY?si=Gb8NXJnKrBhJUWFc • https://youtu.be/cmw7e7O-7qk?si=h7z4Ruov_RiL7Aw7 • https://youtu.be/1KaQImCTG6A?si=zb7JxYL1RIWKOs7K 		
2	SWOT Analysis <ul style="list-style-type: none"> • SWOT Analysis Explained – https://www.youtube.com/watch?v=GNXYI10Po6A • Personal SWOT Analysis for Career Planning – https://www.youtube.com/watch?v=3Tv0A1K3w2E • How to Use SWOT for Business Success – https://www.youtube.com/watch?v=0i6Yv0xDczA • SWOT Analysis in Real Life – Case Studies – https://www.youtube.com/watch?v=yuw1Z5yD4G8 • Developing Self Awareness through SWOT – https://www.youtube.com/watch?v=KMEeXhHjbdE 		
3	Self-Assessment and Development <ul style="list-style-type: none"> • https://youtu.be/MDxIHzi66Os?si=B_MC_VTumac4FirChttps://youtu.be/QOXLmF0wvOY?si=6HyLmaQD2PQsPbpu • https://youtu.be/2UAYoj4pelk?si=bHql4u_Qk5DIZYeB • https://youtu.be/uvtXuxl7KXI?si=qkuMD0Bk60aC9Z4r • https://youtu.be/8I99KX-Vlf4?si=iRMpVGua6v8Oulh4 		
4	Self-Development and Assessment <ul style="list-style-type: none"> • https://youtu.be/AWGyyX9I6o?si=xlNewGpN8cBuFm7V • https://youtu.be/_l4xZLssfUY?si=gtSkDNe7eEbzy8kb • https://youtu.be/L5Nb1MTHxUI?si=rs-8xamAYcJlloAMV • https://youtu.be/dROWxPnOifY?si=StTry_dNV3HZUOIH 		

	<ul style="list-style-type: none"> • https://youtu.be/wFuZ2n_m5Fc?si=hfbx5jrfAQM_V1CQ
5	Conflict Management <ul style="list-style-type: none"> • Conflict Management Styles – https://www.youtube.com/watch?v=KY5TWVz5ZDU • Distributive vs. Integrative Negotiation – https://www.youtube.com/watch?v=GfsRWQGvX3s • Mixed Motive Negotiations – https://www.youtube.com/watch?v=UdG6E5HkZ5A • Resolving Conflicts at Work (TEDx) – https://www.youtube.com/watch?v=kyZ9xK1j-HY • Conflict Management Skills – https://www.youtube.com/watch?v=Ovx5Lh8LJ9s
6.	Telephone Etiquette: <ul style="list-style-type: none"> • Telephone Etiquette Training Video – YouTube: • https://www.youtube.com/watch?v=2pKXK9B5GfE • Effective Communication on Calls – YouTube: • https://www.youtube.com/watch?v=dQw4w9WgXcQ • Role Play: Customer Service Call – YouTube: • https://www.youtube.com/watch?v=9rW-dD7vCj0 • Professional Phone Handling Skills – YouTube: • https://www.youtube.com/watch?v=ZkL1p7YcKjY
7.	Respecting Privacy and Learning to Say 'No' <ul style="list-style-type: none"> • How to Say No at Work Politely – https://www.youtube.com/watch?v=0vU2Uu0poJQ • Assess Requests and Deliver Responses – https://www.youtube.com/watch?v=Kc8G8JvP3pl • Clarifying Expectations in Workplace Communication – https://www.youtube.com/watch?v=8Xtq2eFjN3Q • Professional Communication: Saying No Effectively – https://www.youtube.com/watch?v=5uF2QcJ3jvI • When to Say Yes – Workplace Decision Making – https://www.youtube.com/watch?v=9Fq_2wKk8d4
8.	Etiquette for Small Talk <ul style="list-style-type: none"> • https://www.youtube.com/watch?v=IRG-YubP1rw • https://youtu.be/UcVNwvpQm8A?si=pgqPIVHYAEmaaGPp • https://youtu.be/EoHlh9XGw3k?si=kO9A-amTgCfaV3Pi • https://youtu.be/CzdVJ7gXmsw?si=hT-i9R3y0LmW_8mb • https://youtu.be/Zcl2B92JIJU?si=fzfuAOlhVQp-7q8u
9.	Etiquette for Foreign Business Trip

	<ul style="list-style-type: none"> • https://youtu.be/iOWhjSr_jwQ?si=mj4ItfO7KluZXd-C • https://youtu.be/qWbWL0l3ySk?si=o6yURMokqLW00Dtm • https://youtu.be/aj-dNrWjVZU?si=FZmP3D8F_PXo9c59 • https://youtu.be/Ty76zN3VIKM?si=0NfEYI61N64UG-Rm • https://youtu.be/Ty76zN3VIKM?si=h9o3DoNTCyW0OSjB
10.	Corporate Etiquette <ul style="list-style-type: none"> • https://youtu.be/qWbWL0l3ySk?si=ACVzDILj5dgCkHXb • https://youtu.be/-AZUno-PEys?si=aNv7ucRMnCM-o0aO • https://youtu.be/dvncaanzUc?si=bnlfpXuk-9o58lLi
11.	Public Speaking Skills: <ul style="list-style-type: none"> • https://www.youtube.com/watch?v=1nYFpuc2Umk • 10 Tips for Confident Public Speaking: https://www.youtube.com/watch?v=5TbXqZ_b1r0 • Public Speaking for Beginners: https://www.youtube.com/watch?v=OvYwJrL4jKA • How to Improve Public Speaking: https://www.youtube.com/watch?v=HANw168huqA
12.	Listening Skills <ul style="list-style-type: none"> • https://youtu.be/36HDTMf15No?si=16ceiv6RNXAV0pdY • https://youtu.be/36HDTMf15No?si=16ceiv6RNXAV0pdY • https://www.youtube.com/watch?v=7wUCyjiyXdg&utm • https://www.youtube.com/watch?v=rzsVh8YwZEq • https://www.youtube.com/watch?v=0qQsRwJxFus
13.	Reading Skills <ul style="list-style-type: none"> • https://www.youtube.com/watch?v=W7BW9gv_OkU • https://www.youtube.com/watch?v=kv5fbiepFaA&utm_ • https://www.youtube.com/watch?v=Fc4aCd3vrSg&utm